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Administrative, financial and institutional matters
Budget performance for the biennium 2014–2015

Budget performance for the biennium 2014–2015 as at 30 June 2014

Note by the Executive Secretary

Summary

The budget performance for the first six months of the biennium 2014–2015 of the trust funds administered by the secretariat is presented. The aim is to inform Parties of income and expenditure and the results achieved as at 30 June 2014. As at 30 June 2014, EUR 12.6 million, or 51.4 per cent of the total core budget indicative contributions expected for 2014, had been received. Voluntary contributions received amounted to USD 0.4 million under the Trust Fund for Participation in the UNFCCC Process and USD 6.5 million under the Trust Fund for Supplementary Activities. Approximately 47.1 per cent of the 2014–2015 core budget had been spent. USD 9.6 million had been spent on various projects under the Trust Fund for Supplementary Activities and USD 2.4 million had been spent under the Trust Fund for Participation in the UNFCCC Process to cover the participation of eligible Parties in sessional meetings. This report also contains information on the status of the Trust Fund for the Clean Development Mechanism, the Trust Fund for the International Transaction Log and the Trust Fund for the Special Annual Contribution from the Government of Germany and on programme support costs. It further provides information on human resources and contains a detailed report on programme delivery.

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I. Introduction

A. Mandate

1. The Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), by decisions 27/CP.19 and 10/CMP.9, approved the programme budget for the biennium 2014–2015, and the COP requested the Executive Secretary to report to the COP at its twentieth session on income and budget performance and to propose any adjustments that might be needed in the programme budget.

B. Scope of the note

2. This document reports the income and budget performance of the trust funds administered by the secretariat as at 30 June 2014. It should be read in conjunction with document FCCC/SBI/2013/6/Add.1, which contains the 2014–2015 biennial work programme of the secretariat, and document FCCC/SBI/2014/INF.23, which provides information on the status of contributions as at 15 November 2014. The document also provides information on human resources and programme delivery.

C. Possible action by the Subsidiary Body for Implementation

3. The Subsidiary Body for Implementation (SBI) may wish to take note of the information presented and decide on actions that may need to be included in draft decisions on administrative and financial matters to be recommended for adoption at COP 20 and CMP 10.

II. Income and expenditure report

A. Trust Fund for the Core Budget of the UNFCCC

4. The COP and the CMP, by the decisions referred to in paragraph 1 above, approved a total budget of EUR 54.6 million for the biennium 2014–2015 (see table 1).

Table 1
Approved core programme budget and income for the biennium 2014–2015

	2014 (EUR)	*2015 (EUR)*	*Total (EUR)*
Programme expenditures	23 456 787	24 644 318	48 101 105
Programme support costs	3 049 387	3 203 761	6 253 148
Adjustment to the working capital reserve	182 852	111 379	294 231
Total approved core programme budget	**26 689 026**	**27 959 458**	**54 648 484**
Indicative contributions	24 522 088	25 792 520	50 314 608
Unspent balance or contributions from previous financial periods (carry-over)	1 400 000	1 400 000	2 800 000
Contributions from the Host Government	766 938	766 938	1 533 876

	2014 (EUR)	2015 (EUR)	Total (EUR)
Total income	**26 689 026**	**27 959 458**	**54 648 484**

5. Table 2 shows the actual income to the Trust Fund for the Core Budget of the UNFCCC for the first six months of 2014, which amounts to EUR 21.7 million. This consists mainly of EUR 12.6 million from indicative contributions received from Parties for 2014, a fund balance from previous financial periods (i.e. 2012–2013 carry-over) of EUR 8 million and voluntary contributions from the Host Government of EUR 766 938.

Table 2
Core budget income as at 30 June 2014

	2014 (EUR)
Carry-over from 2012–2013[a,b]	8 059 190
Indicative contributions for 2014 to the Convention	8 999 655
Indicative contributions for 2014 to the Kyoto Protocol	3 611 264
Voluntary contributions from the Host Government	766 938
Contributions for future years received in advance[c]	113 190
Miscellaneous income and prior period savings[d,e]	184 858
Total income[f]	**21 735 095**

[a] Where applicable, the exchange rate used (USD 1 = EUR 0.736) is the official United Nations exchange rate for 30 June 2014.

[b] The Conference of the Parties, by decision 27/CP.19, approved a drawing of EUR 2,800,000 from unspent balances or contributions (carry-over) from previous financial periods to cover part of the budget for the biennium 2014–2015.

[c] The interest earned as at 30 June 2014 had not yet been posted to the accounts at the time of document preparation.

[d] The working capital reserve amounts to EUR 2,200,012.

6. As at 30 June 2014, of the 196 Parties to the Convention, and of the 192 Parties to the Kyoto Protocol, 122 had not made their contributions for 2014.

7. Table 3 shows the approved core budget for 2014 by programme, as well as the programmes' expenditures for the first six months of 2014. As at 30 June 2014, expenditure amounted to EUR 11.04 million, or 47.1 per cent of the approved core budget for 2014.

Table 3
Approved 2014 core budget and expenditure by programme as at 30 June 2014

	Budget (EUR)	Expenditure (EUR)	Expenditure as a percentage
A. Programme			
Executive Direction and Management	2 255 945	1 160 455	51.4
Mitigation, Data and Analysis	6 723 151	2 864 621	42.6
Finance, Technology and Capacity-building	2 747 990	1 314 405	47.8
Adaptation	2 478 449	949 495	38.3
Sustainable Development Mechanisms	552 174	269 002	48.7
Legal Affairs	1 352 010	556 662	41.2

	Budget (EUR)	*Expenditure (EUR)*	*Expenditure as a percentage*
Conference Affairs Services	1 711 631	1 052 024	61.5
Communications and Outreach	1 611 090	755 680	46.9
Information Technology Services	2 949 246	1 554 307	52.7
B. Secretariat-wide operating costs[a]	1 753 803	567 959	32.4
Subtotal (A + B)	**24 135 489**	**11 044 610**	**45.8**
Less: extraordinary efficiency dividend	678 702		
Total[b]	**23 456 787**	**11 044 610**	**47.1**

[a] Secretariat-wide operating costs are managed by the Administrative Services programme.

[b] Excludes programme support costs and adjustment to the working capital reserve.

8. Table 4 presents the approved core budget for 2014 and expenditure to the end of June 2014 by object of expenditure. "Staff costs" include salaries and common staff costs, salaries of short-term staff, temporary assistance and overtime. External expertise, both individual and institutional, is included under "Consultants". Travel of staff on official missions is shown separately from travel of experts to workshops and informal consultations. Payments to suppliers for goods and services and other running costs such as telecommunication charges are combined under "General operating expenses". "Grants and contributions" include payments to the United Nations Common Services Unit in Bonn, Germany, for premises management, which provides logistical and administrative services to the secretariat, and the annual contribution to the Intergovernmental Panel on Climate Change (IPCC).

Table 4

Approved 2014 core budget and expenditure by object of expenditure as at 30 June 2014

Object of expenditure	*Budget (EUR)*	*Expenditure (EUR)*	*Expenditure as a percentage*
Staff costs	18 153 314	7 796 921	43.0
Consultants	989 859	541 110	54.7
Expert groups	891 668	610 586	68.5
Travel of staff	744 115	390 341	52.5
General operating expenses	2 502 645	1 210 855	48.4
Grants and contributions	853 888	494 797	57.9
Subtotal	**24 135 489**	**11 044 610**	**45.8**
Less: extraordinary efficiency dividend	678 702		
Total[a]	**23 456 787**	**11 044 610**	**47.1**

[a] Excludes programme support costs and adjustment to the working capital reserve.

9. Only staff costs and general operating expenses remained under the ideal implementation rate of 50 per cent as at 30 June 2014. Expenditure for staff costs is expected to increase in the next six months to reflect the settlement of education grants for the academic year 2013–2014. The perceived under expenditure in general operating expenses is due to the extraordinary efficiency dividend of 3 per cent. The actual expenditure rate amounts to 49.9 per cent. Expenditure for consultants has an implementation rate higher than 50 per cent, which reflects the fact that a higher than

anticipated number of consultants and institutional consultancies were contracted in the first half of the year. Expenditure for expert groups is high as several meetings of constituted bodies established under the Convention and its Kyoto Protocol as well as training workshops and reviews were conducted. The high rate of expenditure for staff travel is commensurate with the number of meetings and workshops held during the reporting period away from the secretariat's headquarters. The grant to the IPCC has already been paid for the full year. Therefore, the expenditure rate under "Grants and contributions" exceeds the ideal expenditure rate of 50 per cent.

B. Trust Fund for Participation in the UNFCCC Process

10. The Trust Fund for Participation in the UNFCCC Process supports the participation of representatives of eligible developing country Parties and Parties with economies in transition in the sessions of the COP and the CMP and their subsidiary bodies, using voluntary contributions. Parties are eligible for funding if their per capita gross domestic product (GDP) income did not exceed USD 14,000 in 2011 according to the statistics published by the United Nations Conference on Trade and Development. This threshold, however, is raised to USD 18,000 for small island developing States and for Parties that provide officers to the Bureau. Parties that are members of the European Union are excluded from the eligibility criterion independent of their respective per capita GDP.

11. Table 5 shows the income and expenditure under the Trust Fund for Participation in the UNFCCC Process as at 30 June 2014. Voluntary contributions received by the secretariat during the reporting period amounted to USD 0.4 million. The contributions received to date, added to the balance carried over from 2012–2013, interest and miscellaneous income, result in a total income of USD 5.3 million.

12. Expenditure incurred during the first six months of the biennium 2014–2015 amounted to USD 2.4 million, which covered the participation of representatives of eligible Parties in two sessions, leaving a balance of income over expenditure of USD 2.4 million, excluding the operating reserve of USD 0.5 million. This balance, together with any further voluntary contributions to this trust fund, will be used to cover the participation of representatives of eligible Parties in COP 20 and CMP 10. Voluntary contributions received in 2014 amounted to USD 0.4 million as at 30 June 2014. Additional contributions will be required to fund any participation of representatives from eligible Parties in 2015. A significant increase in the level of contributions as compared with 2014 will be needed to enable participation in 2015 at the level of the current and previous years. Parties eligible for funding that are in a position to do so have the opportunity to voluntarily refrain from seeking financial support from the Trust Fund for Participation in the UNFCCC Process. This would allow available funds to be allocated to Parties in most need of support.

Table 5
Status of the Trust Fund for Participation in the UNFCCC Process as at 30 June 2014
(United States dollars)

Income	
Carry-over from 2012–2013	4 826 768
Voluntary contributions received in 2014	384 152
Interest[a]	0
Miscellaneous income	62 554
Total income	**5 273 474**

Expenditure	
Travel of 181 participants to ADP 2, part 4	762 770
Travel of 207 participants to SBI 40, SBSTA 40 and ADP 2, part 5	1 349 728
Programme support costs	274 624
Total expenditure	**2 387 122**
Less: operating reserve	520 887
Balance	**2 365 465**

Abbreviations: ADP = Ad Hoc Working Group on the Durban Platform for Enhanced Action, SBI = Subsidiary Body for Implementation, SBSTA = Subsidiary Body for Scientific and Technological Advice.

[a] The interest earned as at 30 June 2014 had not yet been posted to the accounts at the time of document preparation.

C. Trust Fund for Supplementary Activities

13. A number of mandated core activities continue to be funded from the Trust Fund for Supplementary Activities through voluntary contributions made by Parties, enabling the secretariat to implement the work programme for this biennium more effectively, including supporting the negotiations under the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP).

14. Table 6 shows the income and expenditure under the Trust Fund for Supplementary Activities as at 30 June 2014.

15. Voluntary contributions amounting to USD 6.5 million were received during the reporting period. Other sources of income to the Trust Fund for Supplementary Activities include the carry-over from the biennium 2012–2013, joint implementation (JI) fees, refunds to donors, interest income and miscellaneous income, totalling USD 48.6 million as at 30 June 2014.

16. Expenditure under the Trust Fund for Supplementary Activities amounted to USD 9.6 million as at 30 June 2014. The unspent balance of USD 36.5 million, together with any further voluntary contributions received, will be used to finance ongoing projects and events as shown in table 17, including projects in many different areas of work under the Convention and its Kyoto Protocol such as adaptation, climate finance, reporting, supporting negotiations and technology. Not all income available under the Trust Fund for Supplementary Activities is allocated to projects. Some of the income received is held unallocated at the request of contributing Parties for future allocations.

Table 6
Status of the Trust Fund for Supplementary Activities as at 30 June 2014
(United States dollars)

Income	
Carry-over from 2012–2013	42 104 203
Voluntary contributions received in 2014	6 473 507
Joint implementation fees	35 000
Interest[a]	0

Refunds to donors	(117 577)
Miscellaneous income	73 953
Total income	**48 569 086**
Expenditure	
Expenditure	8 478 003
Programme support costs	1 095 433
Total expenditure	**9 573 436**
Less: operating reserve	2 500 000
Balance	**36 495 650**

[a] The interest earned as at 30 June 2014 had not yet been posted to the accounts at the time of document preparation.

D. Trust Fund for the Clean Development Mechanism

17. Table 7 highlights the income and expenditure under the Trust Fund for the Clean Development Mechanism as at 30 June 2014. Income for the biennium 2014–2015 amounted to USD 197.3 million and consists mainly of funds carried over from the previous biennium of USD 193.9 million and clean development mechanism (CDM) fees of USD 3.4 million.

18. Expenditure as at 30 June 2014 amounted to USD 15 million, leaving an unspent balance of USD 182.3 million, or USD 137.3 million after accounting for the operating reserve of USD 45 million. The Executive Board of the CDM is closely monitoring this situation, in particular in relation to the future sustainability of the CDM, and will report to the CMP.

Table 7

Status of the Trust Fund for the Clean Development Mechanism as at 30 June 2014

(United States dollars)

Income	
Carry-over from 2012–2013	193 940 704
Clean development mechanism fees	3 365 929
Interest[a]	0
Refunds of fees	(299 398)
Miscellaneous income	355 410
Total income	**197 362 645**
Expenditure	
Expenditure	13 335 219
Programme support costs	1 732 755
Total expenditure	**15 067 974**
Less: operating reserve	45 000 000
Balance	**137 294 671**

[a] The interest earned as at 30 June 2014 had not yet been posted to the accounts at the time of document preparation.

E. Trust Fund for the International Transaction Log

19. Table 8 shows the income to the Trust Fund for the International Transaction Log as at 30 June 2014. Income for 2014 amounted to EUR 7.4 million, which consists mainly of EUR 5.4 million from funds carried over from the previous biennium and fees of EUR 1.9 million, representing 69.9 per cent of the fees for 2014.

Table 8
Income to the Trust Fund for the International Transaction Log as at 30 June 2014
(Euros)

Income	
Carry-over from 2012–2013[a]	5 420 748
International transaction log fees for 2014	1 916 709
Miscellaneous income and prior period savings[b, c]	45 867
Total income[c]	**7 383 324**

[a] Where applicable, the exchange rate used (USD 1 = EUR 0.736) is the official United Nations exchange rate for 30 June 2014.

[b] The interest earned as at 30 June 2014 had not yet been posted to the accounts at the time of document preparation.

[c] The operating reserve amounts to EUR 227,970.

20. Table 9 shows the approved budget for 2014 by object of expenditure, as well as the expenditure under the Trust Fund for the International Transaction Log as at 30 June 2014. For detailed information on the budget performance of the international transaction log (ITL), see the annual report of the administrator of the ITL under the Kyoto Protocol.

Table 9
Approved 2014 budget and expenditure under the Trust Fund for the International Transaction Log by object of expenditure as at 30 June 2014

Object of expenditure	*Budget (EUR)*	*Expenditure (EUR)*	*Expenditure as a percentage*
Staff costs	733 730	276 387	37.7
Contractors and consultants	1 516 403	720 316	47.5
Expert groups	10 000	7 801	78.0
Travel of staff	25 000	0	0
General operating expenses and contributions to common services	145 500	10 626	7.3
Total	**2 430 633**	**1 015 130**	**41.8**

[a] Excludes programme support costs and adjustment to the working capital reserve.

F. Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund)

21. As part of its offer to host the secretariat in Bonn, the Government of Germany makes a special annual contribution to the secretariat of EUR 1.8 million. As at 30 June 2014, the contribution for 2014 had been received in full. The contributions to the Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund) were used to pay for the logistical arrangements for the sessions held in Bonn during the reporting period.

22. Table 10 shows the income and expenditure under the Bonn Fund in 2014 as at 30 June 2014. After accounting for the total expenditure of EUR 1.7 million and the operating reserve of EUR 241,200, the unspent balance of the fund amounts to EUR 84,833, which will be fully spent by the end of 2014.

Table 10

Status of the Bonn Fund as at 30 June 2014

(Euros)

Income	
Carry-over from 2012–2013[a]	242 070
Contribution	1 789 522
Prior period savings[a,b]	146
Total income	**2 031 738**
Expenditure	
Conference support	1 217 196
Conference information support	276 623
Share of costs for common services	15 654
Programme support costs	196 232
Total expenditure	**1 705 705**
Less: operating reserve	241 200
Balance	**84 833**

[a] Where applicable, the exchange rate used (USD 1 = EUR 0.736) is the official United Nations exchange rate for 30 June 2014.

[a] The interest earned as at 30 June 2014 had not yet been posted to the accounts at the time of document preparation.

G. Programme support costs

23. In accordance with the financial procedures of the United Nations, 13 per cent overhead charges are payable on all trust funds of the UNFCCC to cover administrative services. Most of these services are provided within the secretariat by the Administrative Services (AS) programme. Central services, such as audit, payroll, investment, treasury and services related to the administration of justice, are provided by the United Nations on a reimbursable basis.

24. Table 11 shows the status of the programme support costs. As at 30 June 2014, income amounted to USD 21.5 million and consisted of USD 16.2 million of funds carried over from the previous biennium, programme support cost income of USD 5.3 million and prior period savings of USD 19,082.

25. During the reporting period, USD 5.95 million was used to cover staff and non-staff costs. This includes the main charges for services rendered by the United Nations Office at Geneva for the second half of 2013, but as at 30 June 2014 the charges for the first six months of 2014 had not yet been made. After accounting for the operating reserve of USD 1.1 million, the unspent balance of the special account for programme support costs amounts to USD 14.5 million. It should be noted that the balance for this trust fund is now in decline. The balance has decreased by USD 0.7 million since the beginning of the biennium 2014–2015. Some contributing factors include four posts shifted from the core budget to this trust fund during the 2014–2015 budget approval and implementation of the International Public Sector Accounting Standards.

Table 11

Status of the special account for programme support costs as at 30 June 2014

(United States dollars)

Income	
Carry-over from 2012–2013	16 183 618
Programme support cost income from trust funds	5 339 178
Prior period savings	19 082
Total income	**21 541 878**
Expenditure	
Secretariat staff costs	4 170 631
Secretariat non-staff costs	1 260 156
Services rendered by the United Nations	522 001
Total expenditure	**5 952 788**
Less: operating reserve	1 073 608
Balance	**14 515 482**

[a] The interest earned as at 30 June 2014 had not yet been posted to the accounts at the time of document preparation.

III. Programme delivery

26. Programme delivery is based on the work programme for the biennium 2014–2015 and on mandates given to the secretariat after the presentation of the work programme. This chapter should therefore be read in conjunction with document FCCC/SBI/2013/6/Add.1, which outlines the work programme.

27. The following sections provide a brief overview of each programme's responsibilities, indicate whether the expected results of the work programme for the biennium are being achieved and summarize the activities that have contributed to the secretariat's achievements.

A. Executive Direction and Management

28. The purpose of the Executive Direction and Management (EDM) programme is to provide strategic guidance, ensure the overall coherence of the secretariat's work and maintain strategic cooperation and partnerships with other organizations, including within the United Nations system, and key stakeholders in the climate change process.

29. EDM provided strategic and organizational support to the President and Bureau of the COP and the CMP in their efforts to facilitate a successful outcome of COP 20 and CMP 10, and in their preparation for COP 21 and CMP 11. In the reporting period, three Bureau meetings were organized as well as a series of meetings with the incoming and future Presidencies. The programme's Implementation Strategy Unit coordinated the secretariat's support for the ADP and its two sessions in March and June 2014, including the successful launch of a series of technical expert meetings and a forum on experiences and best practices of cities and subnational authorities in relation to adaptation and mitigation, as mandated by COP 19.[1]

30. In order to enhance both the impact and efficiency of the secretariat's operations and its support to Parties, the Executive Secretary has continued efforts to consolidate a number of important organizational change initiatives into a coherent, results-oriented strategic framework organized around three pillars: "People", "Processes" and "Impact".

31. Under the "Impact" pillar, the secretariat has identified specific measures to increase the impact of its work, including supporting the implementation of agreed institutions and mechanisms and strengthening strategic partnerships with civil society and other stakeholders. Activities include enhanced collaboration with the United Nations Environment Programme (UNEP), the United Nations Global Compact and other entities in the United Nations system in the areas of science, adaptation and impacts of climate change on human health. The secretariat has also increased its outreach and collaboration within the United Nations in the areas of climate neutrality, mainly providing support to initiatives aimed at reducing emissions, but also providing opportunities to offset emissions using certified emission reduction credits from the Adaptation Fund. EDM has also provided strategic support to the Office of the United Nations Secretary-General in preparing for his 2014 Climate Summit and worked closely with the United Nations Secretariat in support of the open working group charged with formulating the draft sustainable development goals for the post-2015 development agenda.

32. Under the "Processes" pillar of the strategic framework, EDM focused on enhanced direction and support to a number of initiatives geared towards increasing the efficiency and effectiveness of secretariat operations. These include:

[1] FCCC/ADP/2013/3, paragraph 30(c)(i) and (d).

(a) Streamlining of executive management operations, including senior management decision-making processes, accountability mechanisms, and executive mission and outreach activities;

(b) The expansion of the secretariat collaboration platform and implementation of key systems, including an electronic system for the processing of official documents, a new portal for submissions by Parties, and virtual collaboration spaces for use with external stakeholders;

(c) Maturing the delivery capacity of information communication technology (ICT) services, including through enhanced governance and strategic planning, to be supported through an independent external assessment with results to be delivered by the end of 2014;

(d) Close cooperation with German counterparts to consolidate Bonn as a meeting hub, including through the establishment of a framework agreement for use of the World Conference Center Bonn (WCCB), ensuring the completion of WCCB in time for the June 2015 sessions, and better integration of all United Nations Campus services for meetings.

33. Under the "People" pillar, EDM has taken measures to ensure staff motivation and welfare in what is expected to be a particularly work-intensive period until the end of 2015. Efforts have been made to ensure more effective communication to staff on management deliberations and decisions. As part of these efforts, the Management Team, in consultation with all staff, has formulated new vision and mission statements. Within EDM, responsibilities have been rearranged to ensure a greater focus on internal management issues, including staff–management relations, internal communication, change management and staff welfare. As the cornerstone of the secretariat's human resources strategy, a new competency framework has been put in place forming an integrated reference framework for recruitment, staff development, performance management and succession (career) planning. In terms of learning activities, focus areas have been continued, including management development for senior and middle managers and training for supervisors and staff on effective performance assessment and management.

B. Mitigation, Data and Analysis

34. The Mitigation, Data and Analysis (MDA) programme supports the intergovernmental process in relation to the mitigation-related activities of developed and developing country Parties, sectoral issues such as REDD-plus[2] activities, land use, land-use change and forestry (LULUCF), agriculture, bunker fuels and the impact of the implementation of response measures. MDA facilitates measurement, reporting and verification (MRV) processes under the Convention, and consideration of the information and data provided by all Parties in their national communications (NCs), greenhouse gas (GHG) inventories and other relevant submissions. MDA also contributes to the provision of technical assistance to non-Annex I Parties for the preparation of their NCs and biennial update reports (BURs).

35. MDA actively supports the mitigation-related negotiations under the ADP with a focus on the mitigation aspects of the 2015 agreement and the workplan on enhancing

[2] Policy approaches and positive incentives on issues relating to reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries.

mitigation ambition. Under workstream 1,[3] MDA leads the substantive support on mitigation issues and the process of consideration and preparation of intended nationally determined contributions pursuant to decision 1/CP.19. MDA also leads the substantive support to the negotiations on transparency in relation to mitigation for both developed and developing countries under the ADP and the relevant work programmes under the SBI and the Subsidiary Body for Scientific and Technological Advice (SBSTA). Under workstream 2,[4] MDA leads the substantive support to technical expert meetings and prepares technical analyses.

36. As part of its facilitation of the MRV processes under the Convention, MDA launched, on 1 January 2014, the international assessment and review (IAR) process for Parties included in Annex I to the Convention (Annex I Parties) (including the submission and consideration of their biennial reports), and advanced the preparations for the launch of the international consultation and analysis (ICA) process for Parties not included in Annex I to the Convention (non-Annex I Parties) (including the submission and consideration of their BURs). In implementing the IAR, the secretariat coordinated 16 in-country reviews and two centralized reviews (covering 10 Parties) of the information submitted by Annex I Parties, and plans to complete the remaining reviews by the end of 2014. Planning has advanced for the first-ever round of multilateral assessment at SBI 41.

37. MDA continued coordination of the annual review process for the submissions of GHG inventories and supplementary information from Annex I Parties as well as various related activities such as the provision of support to the work of the Compliance Committee under the Kyoto Protocol, the organization of training activities for expert reviewers, including a refresher seminar, and the development of new training courses. To enable the reporting of GHG inventories in accordance with the latest scientific guidance, MDA, in collaboration with the Information Technology Services (ITS) programme, released a new version of the common reporting format (CRF) Reporter software on 30 June 2014. MDA continued upgrading information technology (IT) systems and processes, such as the UNFCCC data warehouse, the ITL and the compilation and accounting database, for the second commitment period under the Kyoto Protocol.

38. The preparation and submission of NCs and BURs from non-Annex I Parties were supported through the organization of two meetings of the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE) and the implementation of a wide range of technical and capacity-building activities of the CGE, including the development of a concept note and training materials for the training programme for technical experts nominated to the UNFCCC roster of experts to conduct technical analysis of BURs from non-Annex I Parties under the ICA process. MDA, in collaboration with the ITS programme, released an upgraded version of the non-Annex I GHG inventory software on 25 April 2014 and complemented the availability of the software with the provision of relevant training to 71 national experts from non-Annex I Parties in situ, as well as to 215 experts remotely, in the African and the Latin American and Caribbean regions.

39. In the reporting period, MDA deployed an enhanced version of the nationally appropriate mitigation action (NAMA) registry, which incorporates functionalities to improve the matching of NAMAs with support for these actions. In addition, MDA is implementing an outreach project with the objective of increasing the visibility and use of

[3] According to decision 2/CP.18 on advancing the Durban Platform, the work under the ADP is organized into two workstreams: one on matters related to decision 1/CP.17, paragraphs 2–6 (agenda item 3(a)), and one on matters related to decision 1/CP.17, paragraphs 7 and 8 (agenda item 3(b)).

[4] See footnote 3 above.

the platform. As at 30 June 2014, the registry had 47 NAMA entries, 10 support entries and two matches of NAMAs with support.

40. MDA contributed to the work of the COP and the CMP and their subsidiary bodies on a wide range of methodological and scientific matters. The negotiation of the revised reporting and review guidelines for Annex I Parties (including on issues relating to Articles 5, 7 and 8 of the Kyoto Protocol, and on national communications under the Convention), numerous issues relating to REDD-plus, LULUCF and agriculture, emissions from international aviation and maritime transport and common metrics should be noted in particular. Specific activities included the organization of an expert meeting on non-market-based approaches to support REDD-plus activities, preparation for the reviews of information submitted by developing country Parties to support the implementation of REDD-plus, and supporting and enhancing information-sharing on REDD-plus among Parties and stakeholders through the UNFCCC REDD web platform.

41. MDA supported Parties in the work relating to the impact of the implementation of response measures. A conclusion on the review of the work forum on the impact of the implementation of responses, pursuant to decision 8/CP.17, paragraph 5, was reached and a compilation of submissions from Parties on this matter was prepared at the fortieth sessions of the subsidiary bodies.

C. Finance, Technology and Capacity-building

42. The Finance, Technology and Capacity-building (FTC) programme provides support to Parties, especially non-Annex I Parties, in the implementation of the Convention and its Kyoto Protocol, including in negotiations under the SBI, the SBSTA, the COP, the CMP and the ADP in the areas of finance, technology development and transfer, capacity-building, and education, training and public awareness. The programme also coordinates the secretariat's support for the SBSTA, ensuring its effective and efficient functioning.

43. In the reporting period, FTC supported the organization of two meetings of the Standing Committee on Finance (SCF)[6] and the implementation of its 2014–2015 workplan,[7] including the organization of the second information exchange forum of the SCF, held in conjunction with the Climate Investment Funds 2014 Partnership Forum in June 2014,[8] the conduct of the first biennial assessment and overview of climate finance flows,[9] as well as the provision of expert inputs to the fifth review of the Financial Mechanism. It also organized a webinar in April 2014 and the first in-session workshop on long-term finance in June 2014[10] as mandated by decision 3/CP.19.[10] The programme continued maintaining and updating the UNFCCC finance portal,[11] including the submission of the sixth NCs and first biennial reports from developed country Parties. Furthermore, it continued liaising with the Global Environment Facility (GEF) on a number of matters, including the GEF 6 replenishment process and climate change activities under the GEF Trust Fund, as well as maintaining regular interactions with the Green Climate Fund (GCF).

[6] See <http://unfccc.int/6881.php>.
[7] FCCC/CP/2013/8, annex VIII.
[8] See <https://unfccc.int/8138.php> and <https://unfccc.int/7552.php>.
[9] See <http://unfccc.int/8034.php>.
[10] See <http://unfccc.int/6814.php>.
[10] See <http://unfccc.int/8168.php>. More information on the work programme on long-term finance is available at <http://unfccc.int/7421.php>.
[11] See <http://unfccc.int/pls/apex/f?p=116:1:1273473751496967>.

44. FTC supported the organization of a meeting of the Technology Executive Committee (TEC),[12] a workshop on technologies for adaptation,[13] and the preparation and implementation of the rolling workplan of the TEC for 2014–2015. The programme also supported the work of six task forces established by the TEC to implement its workplan in various thematic areas, by preparing background documents and facilitating the participation of representatives from observer organizations, including environmental non-governmental organizations, research and independent non-governmental organizations, business and industry non-governmental organizations and intergovernmental organizations in the work of the three task forces of the TEC. To ensure coherent support and delivery of the Technology Mechanism, FTC continued to collaborate closely with the UNEP as host of the Climate Technology Centre and Network. The programme updated, maintained and added new functions to the technology information platform within the technology information clearing house TECLEAR, including new web pages on technology needs assessments, national designated entities and a new technology portal hosting more than 600 technology road maps and 100 technology briefs.

45. FTC organized the 3rd meeting of the Durban Forum on Capacity-building[14] and the 2nd Dialogue on Article 6 of the Convention,[15] developed and launched the web-based UNFCCC capacity-building portal[16] and facilitated the implementation of the Doha work programme on Article 6 of the Convention by: further developing and promoting the UNFCCC climate change information network clearing house CC:iNet;[17] coordinating the United Nations Alliance on Climate Change Education, Training and Public Awareness[18] and the United Nations Joint Framework Initiative on Children, Youth and Climate Change;[19] and contributing to the work of the United Nations Inter-Agency Committee for the Decade of Education for Sustainable Development[20] and the United Nations Inter-Agency Network on Youth Development.[21] To enhance the engagement of young people, FTC has further developed the CC:iNet Youth Portal[22]and coordinated the translation and promotion of a joint publication.[23] Furthermore, FTC showcased activities by Parties and other stakeholders related to capacity-building, Article 6 of the Convention and gender and climate change on the UNFCCC Facebook and Twitter pages on a weekly basis.

D. Adaptation

46. The Adaptation programme supports Parties, in particular developing country Parties, in assessing, developing and implementing adaptation plans, policies and actions aimed at reducing vulnerability and building resilience, and in improving the scientific

[12] See <http://unfccc.int/ttclear/pages/ttclear/templates/render_cms_page?s=TEM_TEC_meetings>.

[13] See <http://unfccc.int/ttclear/pages/ttclear/templates/ttclear/templates/render_cms_page?s=events_workshops_adaptationtechs>.

[14] See <http://unfccc.int/cooperation_and_support/capacity_building/items/8121.php>.

[15] See <http://unfccc.int/cooperation_and_support/education_and_outreach/items/8210.php>.

[16] See <http://unfccc.int/capacitybuilding/core/activities.html>.

[17] See <http://unfccc.int/cc_inet/cc_inet/items/3514.php>.

[18] See <http://unfccc.int/cooperation_and_support/education_and_outreach/items/7403.php>.

[19] Activities and events included high-level briefings with the chairs and co-chairs of negotiating bodies and a virtual dialogue with the United Nations Secretary-General.

[20] See <http://bit.ly/19wJgEy>.

[21] See <http://undesadspd.org/Youth/UNInterAgencyNetworkonYouthDevelopment.aspx>.

[22] See <http://unfccc.int/cc_inet/cc_inet/youth_portal/items/6578.php>.

[23] Available at <http://unfccc.int/cc_inet/cc_inet/six_elements/public_awareness/items/3529.php?displayPool=1584>.

basis for international climate policy and action, including by facilitating the review of the adequacy of the long-term global goal and supporting consideration of science, research and systematic observation. The programme supports intergovernmental work and negotiations on those matters, as well as on a shared vision for long-term cooperative action.

47. In the reporting period, the programme facilitated the implementation of the Cancun Adaptation Framework by supporting:

(a) The work of the Adaptation Committee,[24] established to promote the implementation of enhanced action on adaptation in a coherent manner under the Convention. The Adaptation Committee has considerably furthered the implementation of its workplan, including in the areas of collaboration with regional organizations and networks, national adaptation planning, and monitoring and evaluation of adaptation;

(b) The work related to approaches to address loss and damage associated with climate change impacts in developing countries that are particularly vulnerable to the adverse effects of climate change, including the work of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts;[25]

(c) The process for the formulation and implementation of national adaptation plans (NAPs)[26] by the least developed countries and by other interested developing country Parties, as appropriate, including through the compilation of submissions from Parties and relevant organizations on experience with the application of the initial guidelines for the formulation of NAPs, as well as any other information relevant to the formulation and implementation of NAPs.[27] A technical meeting on NAPs, which took place from 24 to 26 February 2014, was also supported.

48. The Least Developed Countries Expert Group (LEG) was supported in implementing its work programme.[28] In particular, the LEG was effectively supported in holding its 25th meeting, which took place from 27 to 28 February 2014.[29] The LEG was further supported in engaging a wide range of organizations across different disciplines to contribute to the implementation of its work programme.

49. Continued efforts to engage a wide range of stakeholders in supporting the implementation of the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP) have resulted in an increased number of NWP partner organizations and their pledged actions.[30]

50. The secretariat support team, under the guidance of the Chair of the SBSTA, engaged and collaborated with Parties, partner organizations, adaptation practitioners and experts under the NWP to effectively share information and knowledge on relevant adaptation actions undertaken and resulting lessons learned, including through the organization of a joint meeting with the Adaptation Committee and regular updating of various web-based NWP databases.[31] Furthermore, the secretariat has maintained the

[24] See <unfccc.int/6053>.
[25] See <unfccc.int/6989> and <unfccc.int/7585>.
[26] See <unfccc.int/6057>.
[27] FCCC/SBI/2014/MISC.1.
[28] See <unfccc.int/7984>.
[29] FCCC/SBI/2014/4.
[30] See document FCCC/SBSTA/2014/INF.7 for an overview of NWP partners and action pledges.
[31] See <http://unfccc.int/8036>.

publication of a quarterly newsletter series, eUpdate,[32] to keep all stakeholders informed of relevant activities relating to the NWP as well as preparation of the semi-annual progress report to provide an overview of the progress made in implementing activities under the NWP.[33]

51. For science and research matters, the programme supported the negotiations under the SBSTA and the SBI on the 2013–2015 review of the adequacy of the long-term global goal and the overall progress made towards this goal.[34] It organized the third meeting of the structured expert dialogue on the 2013–2015 review, held during SBSTA 40, which enabled Parties to proactively exchange views with IPCC experts on key findings of the contributions of Working Groups II and III to the IPCC Fifth Assessment Report (AR5) relevant for this review.[35]

52. The programme facilitated the flow of information and communication on research activities and findings as well as on research needs, with a focus on ecosystems with high-carbon reservoirs and on polar regions.[36] It organized the sixth meeting of the research dialogue, held during SBSTA 40, with the participation of representatives of regional and international research programmes and organizations, the IPCC and Parties.[37] The programme continued to be the focal point for activities with the IPCC and facilitated the presentation to Parties of key findings of the contributions of Working Groups II and III to the AR5.[38]

53. The programme supported negotiations under the ADP related to both long-term aspects of adaptation in the post-2020 climate regime (workstream I) and relevant work on pre-2020 ambition (workstream II), including supporting a technical expert meeting held during ADP 2, part 5.

54. Under its various workstreams, the programme collaborated with many multilateral, international, regional and national organizations, including the GEF, the IPCC, the World Meteorological Organization, the Global Climate Observing System, the Group on Earth Observations, a number of regional and international research programmes and organizations and the United Nations International Strategy for Disaster Reduction.

E. Sustainable Development Mechanisms

55. The main role of the Sustainable Development Mechanisms (SDM) programme during the reporting period continued to be the provision of substantive support to the two constituted bodies that supervise the implementation of the project-based mechanisms under the Kyoto Protocol, namely the CDM Executive Board and the Joint Implementation Supervisory Committee (JISC). In addition, SDM supports the intergovernmental negotiations on all aspects related to market-based and non-market-based approaches, including relevant work conducted under the SBI, the SBSTA and the ADP. A majority of SDM activities are funded from a share of proceeds from the CDM and JI. Only non-CDM/JI activities are charged to the secretariat's programme budget.

56. SDM made arrangements for three meetings of the CDM Executive Board and six meetings of its panels and working groups. The programme also organized and supported

[32] See <http://unfccc.int/7565>.
[33] FCCC/SBSTA/2014/INF.7.
[34] See <http://unfccc.int/6998>.
[35] See <http://unfccc.int/7521>.
[36] FCCC/SBSTA/2014/INF.1 and FCCC/SBSTA/2014/INF.5.
[37] See <http://unfccc.int/6793>.
[38] See <http://unfccc.int/6990>.

one meeting of the JISC and its work relating to the JI accreditation process. The annual reports of the two regulatory bodies to CMP 10 will highlight the range of issues covered at the meetings.

57. During the reporting period, work related to project and entity assessments decreased and workloads increased in the areas of standardized baseline development and improving methodologies.[39]

58. In response to requests from the CMP to provide direct support to project developers in regions underrepresented in the CDM, work on a network of CDM regional collaboration centres (RCCs) continued. Four centres are operational (two in Africa and two in Latin America and the Caribbean). The RCCs have focused on: direct support to projects and programmes of activities resulting in 88 activities moving forward in the project cycle; identifying 109 potential new projects, of which 38 per cent are moving forward; support to 59 standardized baselines resulting in 10 submissions; CDM policy development to enhance the mechanism; support to results-based financing; and regional/local capacity-building.[40]

59. The programme organized eight stakeholder interventions, including a regional workshop for designated national authorities (DNAs) in Windhoek, Namibia, six workshops organized or co-organized by the RCCs in Africa for DNAs and project participants, in addition to the RCC global forum. Further, six WebEx meetings were organized for designated operational entities for the purpose of consultation and capacity-building.

60. During the reporting period, new work was initiated on increasing demand for certified emission reductions (CERs) and the use of the CDM, by facilitating the acceptance of CERs for (a) compliance and (b) voluntary purposes. This work includes facilitating the voluntary cancellation of CERs, communication and promoting the use of the CDM and CERs in three potential demand centres: the public sector, the private sector and the use of the CDM in support of other tools and institutions.

61. Since the last reporting period, a standard[41] to specify requirements on the coverage and vintage of data that could be used to develop a standardized baseline[42] was approved by the CDM Executive Board, priority sectors for the development of standardized baselines were identified and a plan to proactively develop standardized baselines through a bottom-up and top-down approach was approved by the CDM Executive Board. Revisions to key CDM regulatory documents that incorporate requirements for project activities using standardized baselines were adopted, including two methodological tools, for passenger transport and for cargo transport, which can be used to develop standardized baselines or to estimate the baseline emissions of a CDM project activity.

[39] Status of CDM MAP 2014 implementation (CDM-EB80-A01). See <http://cdm.unfccc.int/UserManagement/FileStorage/AT5QIPYH920NKBSZEUOWDJ81GRL64M>.

[40] Status of CDM regional collaboration centres initiative (CDM-EB80-AA-A02). See <http://cdm.unfccc.int/UserManagement/FileStorage/I3UDLBCN7V9YF2SA01Z5JWPXK6RTQ4>.

[41] Determining coverage of data and validity of standardized baselines (CDM-EB77-A05-STAN). See <http://cdm.unfccc.int/UserManagement/FileStorage/Y6FJ23PVUE5TLSRQA9407KG1OXCHDN>.

[42] Guidelines for the establishment of sector specific standardized baselines (CDM-EB65-Annex23). See <http://cdm.unfccc.int/UserManagement/FileStorage/1Z2N5XPQIYJUFG0D874MCHSARLB9KE>.

F. Legal Affairs

62. In the reporting period, the Legal Affairs programme (LA) provided legal support and advice on matters relating to the implementation of the Convention, its Kyoto Protocol and the agreed outcomes under the Bali Road Map and the Doha Climate Gateway, as well as on the operations of the secretariat and the UNFCCC process.

63. LA provided legal advice and support on procedural and substantive aspects of the work of the subsidiary bodies, in addition to directly supporting the consideration of various items under their respective agendas. As regards the ADP, LA supported the negotiations for the 2015 agreement by providing legal, institutional and procedural advice and support, including on compliance issues.

64. LA provided legal advice and support to the continuing development and implementation of the monitoring, reporting and verification framework under the Convention as well as the operationalization of the Warsaw Framework for REDD-plus and the Warsaw International Mechanism. Legal support and advice were provided to the work of constituted bodies under the Convention, including the Adaptation Committee, the SCF and the TEC. Assistance was also provided to the independent secretariat of the GCF in its support of the Board of the GCF.

65. LA also provided legal advice on the ratification and entry into force of the Doha Amendment to the Kyoto Protocol, its implementation and the development of further rules for the second commitment period. The programme supported the implementation of the CDM and the JI, the institutional processes of the CDM Executive Board and the JISC and their support structures. This support included legal opinions on the CDM registry and voluntary cancellation, and legal advice on the rules and procedures of the Board. It also supported and advised on negotiations relating to market- and non-market-based mechanisms under the Convention.

66. Legal advice and support were provided with respect to the operations of the secretariat to ensure compliance with United Nations regulations and rules, as well as relevant decisions of the COP and the CMP, and to safeguard the interests of the secretariat and the UNFCCC process. In particular, LA assisted with the successful negotiation and conclusion of the host country agreement (HCA) with the Government of Peru for COP 20 and CMP 10. Negotiations have been initiated with the Government of France for the HCA for COP 21 and CMP 11. LA also supported the negotiation and conclusion of legal instruments for UNFCCC meetings and workshops held away from secretariat headquarters, as well as for public–private partnership arrangements. Advice continued to be provided on institutional and administrative activities of the secretariat, as well as on its procurement activities. Legal advice and support were also provided to the Joint Local Committee on Contracts and the Joint Local Property Survey Board of the UNFCCC and the United Nations Convention to Combat Desertification.

67. As part of its core responsibilities, LA provided technical, administrative and logistical support to the Compliance Committee, organizing an induction session for its members and alternate members and meetings of its branches and plenary in March 2014, in consultation with the bureau of the Committee.

G. Conference Affairs Services

68. The overall purpose of the Conference Affairs Services (CAS) programme is to provide a conducive and secure environment for UNFCCC events. The programme provides the full range of conference-related facilities and services expected by Parties,

including high-quality official documentation, and liaises with all stakeholders, especially Parties and observer organizations.

69. In the reporting period, CAS made the logistical arrangements to facilitate the participation of Parties and observer organizations in ADP 2, parts 4 and 5, SBI 40 and SBSTA 40. In addition, nine days of pre-sessional meetings of four negotiating groups and 53 bilateral meetings of the Chairs of the respective bodies with 13 negotiating groups were held during the reporting period. Furthermore, CAS supported 51 meetings of constituted bodies by providing logistical arrangements and facilitating the participation of Parties and observer organizations. Preparations for the sessions of the ADP, the COP, the CMP, the SBI and the SBSTA in the second half of 2014 were well under way during the reporting period.

70. CAS processed the necessary UNFCCC documents for sessional meetings in a timely manner. Furthermore, CAS, in collaboration with ITS, implemented an electronic documentation system to make the process of preparing and publishing documents more efficient.

71. CAS reviewed a total of 408 requests for financial support for representatives of eligible Parties to facilitate their attendance at the sessions of the bodies established under the Convention and its Kyoto Protocol.

72. Implementation of the conclusions of the SBI in the period 2010–2012[43] on observer engagement in the intergovernmental process continued. In addition, CAS implemented a new innovative mode of observer engagement during the reporting period, namely ADP Virtual Expo.[44] In March 2014, the number of visits to the Virtual Expo site was 37,000, or 13 per cent of all visits to the UNFCCC website. CAS facilitated observer participation in eight intersessional workshops, processed 57 observer submissions and facilitated 78 opportunities for interventions, of which 65 interventions took place during ADP 2, part 4, held in March 2014, and during SBI 40, SBSTA 40 and ADP 2, part 5, held in June 2014. During the June sessions, there were 45 Parties and observers engaged in 41 exhibits (increased from 30 at the thirty-eighth sessions of the subsidiary bodies) and 140 engaged in 94 side events (increased from 79). The total number of attendees at all of the side events was 4,949, while the total number of participants in the June 2014 sessions was approximately 2,800.

73. In addition to the efficiency measures reported in 2013,[45] CAS implemented additional efficiency measures with a view to their implementation at COP 20/CMP 10 and at COP 21/CMP 11. Such measures include:

(a) Launching an online admission system, enabling manual paper applications by new organizations for admission as observers to be streamlined through an online interface;

(b) Upgrading the online registration system for various efficiency functions; for example, enabling split registration of participants under two different organizations.

74. Further upgrade of the online registration system is planned for the latter half of 2014, which will enable the secretariat to more efficiently communicate with observers.

[43] FCCC/SBI/2010/27, paragraphs 139–152, FCCC/SBI/2011/7, paragraphs 168–179, and FCCC/SBI/2012/15, paragraphs 239–242.

[44] An online uploading facility that enables Parties and observers to showcase initiatives and projects on topics relating to ADP technical expert meetings.

[45] FCCC/SBI/2013/14, paragraph 75.

75. In response to the recommendation from the United Nations Office of Internal Oversight Services (OIOS) to the secretariat's conference management to institute a formal client feedback mechanism on the quality of conference services provided, CAS requested Parties and observer organizations registered for the June 2014 sessions to participate in an electronic client survey on the quality of services provided at the sessions.

76. Valid responses were received from 56 Parties and 42 observer organizations and are currently being analysed. A review of the responses received suggests that approximately 96 per cent of all participating Parties and observer organizations rated the overall quality of conference services provided as good (66 per cent) or very good (30 per cent).

77. Furthermore, in response to recommendations from OIOS, CAS is preparing a handbook on conference management that will assist host country governments in organizing UNFCCC events. The handbook will serve as a key reference tool for future hosts by presenting extensive and detailed information on the complete range of organizational and managerial issues and will reflect many of the lessons learned and best practices.

78. During the reporting period, CAS continued to implement measures aimed at reducing the carbon footprint of UNFCCC sessions; for example, the weight of staff shipments to the conference sites was reduced by approximately 41 per cent.

79. CAS continued its efforts to reduce the use of paper in the context of official documents. Measures such as an electronic-only version of the Daily Programme published for participants during UNFCCC conferences and a limited print-on-demand approach are now routinely implemented at UNFCCC conferences and sessions, leading to a reduction in total paper usage of 84 per cent. To further improve accessibility to information during sessions, CAS is conducting a comprehensive review of the Daily Programme.

80. Efforts are also being made to improve accessibility to electronic versions of draft texts under negotiation during UNFCCC sessions. Such texts are now also made available on a dedicated web page during sessions, thereby complementing the hard copies which can be obtained at the Documents Counter.

H. Communications and Outreach

81. The overall purpose of the Communications and Outreach (CO) programme is to manage external communications, online public information and media relations and services, including internal knowledge management services to support the processes under the Convention and its Kyoto Protocol, as well as the implementation of COP decisions in order to make as large an impact as possible by promoting positive action and policy to address climate change.

82. In the reporting period, the programme initiated work on the relaunch of the UNFCCC website and on the creation of a Newsroom, as the new front page for the website.[46] This new front page aims to capture news of climate change and stories about the groundswell of climate action by governments, companies, cities, the United Nations and civil society around the globe. The Newsroom has been launched.

83. The UNFCCC website was further enhanced by the ADP "portal on cooperative initiative" and its graphical "overview of institutions, mechanisms and arrangements under

[46] See <http://unfccc.int>.

the Convention", the new Momentum for Change web section[47] and the UNFCCC Timeline to celebrate the efforts and achievements under the Convention in the last 20 years. During the reporting period, a total of 2,380,569 pages were viewed and 19.6 million PDF documents were downloaded from the UNFCCC website. The UNFCCC iPhone/iPad application Negotiator was downloaded approximately 10,000 times. The secretariat YouTube channel reached 245,000 views, which is an increase of 20,000 views within the reporting period. The channel now hosts 200 videos. The secretariat's Flickr account now hosts 1,500 photos of conferences and Executive Secretary outreach activities, which have been viewed a total of 470,000 times. The secretariat's Google+ page currently has 5,000 followers.

84. The programme issued two editions of the secretariat's electronic newsletters in English and in Spanish.[48] The English version has approximately 15,000 subscribers and the Spanish version approximately 6,000.

85. During the reporting period, the secretariat posted a total of 1,222 tweets on Twitter and 825 items on the UNFCCC Facebook page. Many of these messages were spread within the stakeholder community. Within the reporting period, the secretariat's Twitter and Facebook accounts both exceeded the 100,000 follower/fan milestone.

86. The programme provided webcast services for meetings and workshops of several bodies and groups,[49] thereby contributing to transparency in the intergovernmental process. During the reporting period, over 61,000 visitors to the UNFCCC website viewed webcasts.

87. The programme continued working closely with the media to enhance understanding of and accurate reporting on climate change and the intergovernmental process. CO fielded a total of 190 requests for information, handled 60 requests for media interviews with and articles by the Executive Secretary and prepared 24 press releases, 14 media alerts/advisories, 21 speeches/video addresses and two press briefings explaining the status of negotiations or implementation activities. CO continued preparing daily press reviews, which provide an overview of the status of key global reporting on the United Nations climate change process and climate change related events.

88. In relation to the move of staff to the secretariat's new offices in Bonn, the Altes Abgeordnetenhochhaus, CO continued to provide guidance on records transfer to the Records Centre. Approximately 171 linear metres of inactive records have been transferred from the programmes to the Records Centre, approximately 183 linear metres have been destroyed and 31 records loan requests have been serviced.

89. CO continued leading internal communication services for the secretariat via its intranet services for sharing information/news and by up-to-date information to staff through the secretariat's internal newsletter, in order to promote a climate of collaboration and involvement throughout the secretariat. The newsletter editions were viewed almost 3,900 times during the reporting period.

90. In 2014, the traditional paper library service was discontinued to focus more on self-serve electronic databases that allow staff to do their own research. Thirty-two databases are being subscribed to during the reporting period.

[47] See <http://unfccc.int/secretariat/momentum_for_change/items/6214.php>.

[48] See <http://unfccc.int/press/news_room/newsletter/items/3642.php>.

[49] The SBI, the SBSTA, the ADP, the CDM Executive Board, the JISC, the Compliance Committee, the TEC, the Adaptation Committee and the SCF.

I. Information Technology Services

91. The ITS programme provides IT infrastructure and specialized information systems to support the secretariat in fulfilling its mandate. ITS ensures that work mandated by Parties is enabled, by implementing and operating dependable and secure ICT supporting infrastructure and specialized applications. It also operates the underlying infrastructure to ensure that the UNFCCC website is continuously available and that Parties have easy access to official documentation, information, data, proceedings and details of events.

92. In addition to its normal work in relation to operations, upgrades and maintenance, in the reporting period ITS undertook the roll-out of Windows 7 operating systems and continued the move of operational systems to, and the deployment of new systems in, a commercial data centre. Furthermore, the migration to a new e-mail system has commenced and is well under way.

93. The programme-level work is defined under the new framework programme agreements, which ITS has concluded with each programme. They provide for a more detailed portfolio approach to managing delivery of services and systems, ensuring greater efficiency in service delivery and regular reporting to client programmes on the delivery status of services. In addition, a new ICT governance mechanism has been put in place to ensure improved enterprise-level oversight of ICT operations by senior management.

94. The programme maintained a dependable and secure IT network infrastructure and services that enabled the secretariat to meet the requirements of the intergovernmental process. Services were provided to the sessions of the bodies established under the Convention and its Kyoto Protocol, to 33 workshops and smaller meetings, to mandated systems such as the UNFCCC GHG database, the compilation and accounting database, the GHG data interface, the CDM and JI information systems and the CDM registry, and to secretariat-wide systems such as the content management system for the UNFCCC website and the records management system. In addition, the technical oversight and contract administration of the ITL was performed effectively. In that area, a major accomplishment was the testing and integration of the European Union registry into the ITL.

95. In the first half of 2014, ITS development staff contributed to more than 40 different new and enhancement IT projects, all of which resulted in important new or updated capability for the secretariat and its stakeholders. In the same period, ITS delivered, inter alia: the new CRF Reporter system for reporting of GHG inventories (delivered within agreed timelines and approved budget, after almost three years of development); the new UNFCCC submission portal; the new secretariat electronic Official Document System; the new ETC capacity-building portal; the new CAS online admission system; the new biennial reporting virtual team room; and the new Momentum for Change system.

96. In addition, the secretariat's collaboration platform (based on Microsoft SharePoint) has been significantly strengthened and has seen much wider adoption, both as a sharing platform (team sites, project sites, etc.) and as a baseline for mission-critical applications such as biennial reporting, the NAMA registry, the sustainable development tool, the UNFCCC submission portal and many others.

J. Administrative Services

97. The overall function of AS is to provide central services in the management of the human and financial resources of the secretariat. In this regard, AS is responsible for the development of financial, human resources and administrative policies and guidelines, and for providing procurement, premises management, facilities management and travel arrangement services.

98. AS provided administrative support to the secretariat of the GCF for financial and budgetary arrangements in March 2014 and administrative support for travel arrangements in June 2014. During the reporting period, AS facilitated the audit by the United Nations Board of Auditors of the financial statements for the biennium ended 31 December 2013. The Board noted a full implementation of 56 per cent of the prior audit findings; 11 per cent of recommendations have been superseded by events; and a 33 per cent under-implementation rate. The audit for 2012–2013 resulted in only three new audit recommendations.

99. As at 30 June 2014, 40.5 per cent of secretariat staff at the Professional level and above were female, representing a decrease of 1.9 per cent in the proportion of female staff when compared with 2013. During the reporting period, the proportion of staff from non-Annex I Parties at the Professional level and above slightly decreased, from 49.3 per cent to 49 per cent.

100. Emanating from the Human Resources Strategy, several strategic human resources actions were undertaken to help to create a healthy working environment, including: piloting a new performance management system; implementing ethics and gender equality strategies; continuing learning and development efforts; and developing an internal review process for increased effectiveness in addressing staff grievance.

101. During the reporting period, AS made a total of 1,345 travel arrangements for nominated participants in sessions of the subsidiary bodies and the ADP, meetings of the constituted bodies and their panels, expert meetings, workshops, in-country reviews and other official UNFCCC and GCF events. Eighty-nine per cent of those travel arrangements resulted in actual meeting attendance. In all cases where nominees did not eventually attend, they had received travel documents from the secretariat in a timely fashion but reported that they had conflicting business or personal commitments, health issues, visa problems or missed flights or connections.

102. Procurement in AS was carried out in a competitive, cost-effective manner, ensuring fairness and transparency and providing best value for money as per United Nations rules and regulations and UNFCCC policies. In the reporting period, AS implemented a total of 352 procurement cases with a total value of USD 8,238,223. Eighty-three per cent of these cases, making up 58 per cent of the value, were covered by existing long-term agreements. For the remaining 60 cases tenders were conducted, and the selected offers, bids and proposals were on average 55 per cent less expensive than the highest ones received. On average, 10 submissions were received in response to each tender. Almost 99 per cent of procurement cases were processed within established time frames (348 of 352 cases).

103. AS coordinated the secretariat's contribution to the design of the new annex building, which is currently planned by the Host Government for construction by 2018 and subsequent occupation by the part of the secretariat that to date is still accommodated outside the United Nations Campus. AS also facilitated input by the secretariat and the United Nations in Bonn to the design of the extended conference centre facilities adjacent to the United Nations Campus, the completion of which is now forthcoming, and negotiated conditions of their future use. Furthermore, AS also led the secretariat's efforts to achieve climate neutrality of its operations, by reporting on its GHG emissions, introducing emission reduction measures, especially in the area of travel, and preparing to offset the residual balance of its emissions through the purchase and cancellation of Adaptation Fund CERs.

IV. Additional information

104. Information on the secretariat's human resources is contained in annex I. Annex II contains information on income and expenditure for activities funded under the Trust Fund for Supplementary Activities. Annex III contains performance data on all objectives of the secretariat's programmes.

Annex I

[English only]

Human resources

A. Staff

1. Table 12 shows the number of approved posts and filled posts by grade and source of funding. As at 30 June 2014, of the 543 approved posts, 461 had been filled. Two of these posts were 50 per cent posts (half-time posts) and two full-time posts had been filled with part-time staff working only 50 per cent of the time, thus increasing the actual number of staff to 463. In addition, 13 Professional and 25 General Service level staff members had been hired under temporary assistance contracts, bringing the total number of staff at the secretariat to 501.

Table 12

Approved established posts and filled posts by source of funding as at 30 June 2014

	ASG	*D-2*	*D-1*	*P-5*	*P-4*	*P-3*	*P-2*	*P-1*	*Subtotal*	*GS*	***Total***
Trust Fund for the Core Budget											
Approved	1	3	7	14	34	37	17		113	50.5	**163.5**
Filled[a]	1	3	7	14	33	33	12		103	47.5	**150.5**
Trust Fund for Supplementary Activities											
Approved				3	5	19	23		50	23	**73**
Filled				2	3	10	14		29	16	**45**
Trust Fund for the Clean Development Mechanism											
Approved			2	4	20	50	61		137	58	**195**
Filled			1	4	19	41.5	54		119.5	45	**164.5**
Trust Fund for the International Transaction Log											
Approved					2	3	1		6	2	**8**
Filled					2	2	1		5	1.5	**6.5**
Trust Fund for the Special Annual Contribution from the Government of Germany (Bonn Fund)											
Approved							1		1	7	**8**
Filled							1		1	6	**7**
Special account for conferences and other recoverable costs[b]											
Approved							2		2	4	**6**
Filled							1		1	4	**5**
Programme support (overhead)											
Approved			1	2	3	13	9		28	61.5	**89.5**
Filled			1	2	3	13	8		27	55.5	**82.5**
Total											
Approved	**1**	**3**	**10**	**23**	**64**	**122**	**114**		**337**	**206**	**543**
Filled	**1**	**3**	**9**	**22**	**60**	**99.5**	**91**		**285.5**	**175.5**	**461**

Abbreviations: ASG = Assistant Secretary-General, D = Director, GS = General Service, P = Professional.

[a] Filled posts are occupied by staff members who have been awarded a fixed-term contract of one year or more and are appointed against established posts after going through the complete recruitment process, including review by the Review Board.

[b] These posts are in support of operating the split office premises and are funded by the Government of Germany.

2. Table 13 provides information on the geographical distribution of the staff appointed at the Professional level and above. As at 30 June 2014, Western European and other States accounted for the highest percentage (40.6 per cent) of staff appointed at the Professional level and above, whereas Eastern European and African States accounted for the lowest (both 8.7 per cent).

3. The secretariat has continued its efforts in relation to achieving a good geographical distribution and gender balance among staff at the Professional level and above. Vacancy announcements are placed in many regional and global media, covering as many Parties not included in Annex I to the Convention (non-Annex I Parties) as possible.

Table 13

Geographical distribution of staff members appointed at the Professional level and above as at 30 June 2014[a]

Grade	*African States*	*Asia-Pacific States*	*Latin American and Caribbean States*	*Eastern European States*	*Western European and other States*	***Total***
ASG			1			**1**
D-2	1				2	**3**
D-1	3	1	1		4	**9**
P-5	4	7	1	3	7	**22**
P-4	4	13	7	7	29	**60**
P-3	8	35	10	6	41	**100**
P-2	5	28	16	9	33	**91**
Total	**25**	**84**	**36**	**25**	**116**	**286**
Percentage of total	8.7	29.4	12.6	8.7	40.6	**100.0**

Abbreviations: ASG = Assistant Secretary-General, D = Director, P = Professional.

[a] Does not include data on staff recruited under temporary assistance contracts.

4. Table 14 highlights the distribution of staff members appointed at the Professional level and above between Parties included in Annex I to the Convention (Annex I Parties) and non-Annex I Parties. As at 30 June 2014, the percentage of staff from non-Annex I Parties at the Professional and higher levels was 49.0 per cent, compared with 51.0 per cent for Annex I Parties.

Table 14

Distribution of staff members at the Professional level and above between Annex I and non-Annex I Parties[a]

Grade	*Annex I Parties*	*Non-Annex I Parties*
ASG		1
D-2	2	1

Grade	*Annex I Parties*	*Non-Annex I Parties*
D-1	4	5
P-5	10	12
P-4	36	24
P-3	50	50
P-2	44	47
Total	**146**	**140**
Percentage of total	51.0	49.0

Abbreviations: ASG = Assistant Secretary-General, D = Director, P = Professional.

[a] Does not include data on staff recruited under temporary assistance contracts.

5. Table 15 highlights the distribution of staff members by gender. As at 30 June 2014, the percentage of female staff at the Professional and higher levels was 40.6 per cent, down by 1.8 per cent from June 2013. The percentage of female staff at all levels was 53.1 per cent at 30 June 2014.

Table 15
Distribution of staff members by gender[a]

Grade	*Male*	*Female*
ASG		1
D-2	3	
D-1	7	2
P-5	17	5
P-4	36	24
P-3	55	45
P-2	52	39
Subtotal	**170**	**116**
GS	47	130
Total[b]	**217**	**246**
Percentage of total	46.9	53.1

Abbreviations: ASG = Assistant Secretary-General, D = Director, GS = General Service, P = Professional.

[a] Does not include data on staff recruited under temporary assistance contracts.

[b] Of the 461 filled posts, four are filled with part-time staff, therefore increasing the actual number of staff members by two.

B. Individual consultants and individual contractors

6. Between 1 January 2014 and 30 June 2014, a total of 88 individual consultants and individual contractors were hired. They provided a combined total of 145.8 working months at a total cost of USD 1.2 million under all sources of funding. Table 16 provides information on the distribution of these services by programme.

Table 16

Services of individual consultants and individual contractors by programme from 1 January 2014 to 30 June 2014

Programme	*Person-months*	*Cost (USD)*
Executive Direction and Management	34.4	271 690
Mitigation, Data and Analysis	14.7	104 917
Finance, Technology and Capacity-building	12.2	75 439
Adaptation	0.6	5 135
Sustainable Development Mechanisms		
Legal Affairs	35.4	268 635
Conference Affairs Services	9.6	98 810
Communications and Outreach	6.5	50 180
Information Technology Services	32.4	310 705
Administrative Services		
Total	**145.8**	**1 185 511**

Annex II

[English only]

Projects and events funded from the Trust Fund for Supplementary Activities in the biennium 2014–2015

Table 17
Income and expenditure of projects and events funded from the Trust Fund for Supplementary Activities in the biennium 2014–2015 as at 30 June 2014

Project	*Income (USD)[a]*	*Expenditure (USD)*	*Balance (USD)*
Executive Direction and Management			
Enhancing and strengthening cooperation with the United Nations through the Office of the Secretary-General	343 261	78 106	265 155
Supporting negotiations and new institutional arrangements aimed at enhancing the implementation of the Convention and its Kyoto Protocol	2 028 640	413 925	1 614 715
Providing support to Executive Management in the lead-up to the twentieth session of the Conference of the Parties (COP) and the tenth session of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP)	408 163	–	408 163
Mitigation, Data and Analysis			
Supporting communication by and the consideration of information from developing countries on the implementation of the Convention	1 014 255	222 781	791 474
Maintaining the database system for the annual compilation and accounting of emission inventories and assigned amounts under the Kyoto Protocol	491 121	62 852	428 269
Supporting activities relating to land use, land-use change and forestry, reducing emissions from deforestation and forest degradation, enhancement of carbon sinks and the role of sinks in future mitigation actions	1 367 040	105 890	1 261 150
Providing training for expert review teams and organizing meetings of the lead reviewers	1 927 103	400 860	1 526 243
Supporting the implementation of national greenhouse gas (GHG) inventories and related activities by Parties not included in Annex I to the Convention, including national forest monitoring systems	910 862	576 989	333 873
Developing and maintaining the UNFCCC information systems for the receipt and processing of GHG data, including the UNFCCC submission portal, the virtual team room and the GHG data interface	280 474	20 145	260 329
Supporting activities relating to the scientific, technical and socio-economic aspects of mitigation of climate change	7 486	–	7 486

Project	*Income (USD)[a]*	*Expenditure (USD)*	*Balance (USD)*
Facilitating the implementation of the work programme for the revision of the "Guidelines for the preparation of national communications by Parties included in Annex I to the Convention, Part I: UNFCCC reporting guidelines on annual inventories" and the use of the Intergovernmental Panel on Climate Change *2006 IPCC Guidelines for National Greenhouse Gas Inventories*	273 581	–	273 581
Supporting the implementation of enhanced action on mitigation by developing country Parties	1 319 819	201 095	1 118 724
Supporting activities relating to the impact of the implementation of response measures	33 899	26 853	7 046
Supporting the work programme for the development of modalities and guidelines for enhanced reporting and review by developed country Parties, in accordance with decision 1/CP.16, paragraph 46, and implementing the relevant requirements of decision 2/CP.17	2 218 587	271 483	1 947 104
Redesigning and developing the software for the reporting of GHG emissions by all Parties to the Convention	1 427 647	702 796	724 851
Developing, deploying and operating a beta version of the nationally appropriate mitigation action registry	252 160	99 245	152 915
Technical dialogue on nationally determined contributions towards a 2015 agreement under the UNFCCC	250 000	220 167	29 833
Supporting the operationalization of an international consultation and analysis process for developing country Parties	33 630	–	33 630
Finance, Technology and Capacity-building			
UNFCCC fellowship programme	71 597	–	71 597
Supporting capacity-building in developing countries and countries with economies in transition	233 012	79 328	153 684
Supporting the implementation of a work programme on Article 6 of the Convention and Article 10(e) of the Kyoto Protocol: networking and exchange of information and good practices	300 637	58 426	242 211
Organizing workshops on the process and requirements of the accreditation of national implementing entities that can access resources from the Adaptation Fund directly	88 237	–	88 237
Supporting the full operation of the Technology Mechanism	587 218	138 327	448 891
Providing support to the functioning of the Standing Committee on Finance	345 735	332 507	13 228
Supporting the work programme on long-term finance	546 045	54 803	491 242
Strengthening gender mainstreaming in climate change action and the UNFCCC process through advocacy, outreach and capacity-building	109 439	–	109 439

Project	Income (USD)[a]	Expenditure (USD)	Balance (USD)
Adaptation			
Supporting the least developed countries and the Least Developed Countries Expert Group	2 248 210	410 434	1 837 776
Supporting the implementation of the Nairobi work programme on impacts, vulnerability and adaptation to climate change	764 764	242 669	522 095
Supporting activities relating to climate change science, research and systematic observation	138 805	28 533	110 272
Supporting the implementation of the Cancun Adaptation Framework	1 493 574	296 301	1 197 273
Supporting the periodic review of the adequacy of the long-term global goal referred to in decision 1/CP.16, paragraph 4	243 245	27 293	215 952
Sustainable Development Mechanisms			
Supporting the operation of joint implementation	8 507 075	536 386	7 970 689
Elaborating modalities and procedures for the inclusion of carbon dioxide capture and storage in geological formations as project activities under the clean development mechanism	11 890	–	11 890
Implementing the two work programmes mandated under the Ad Hoc Working Group on Long-term Cooperative Action under the Convention agenda item on various approaches relating to: (a) a framework for various approaches; and (b) the new market-based mechanism	192 702	–	192 702
Organizing a workshop on the review of the modalities and procedures of the clean development mechanism	35 433	–	35 433
Legal Affairs			
Handbook on the UNFCCC	48 842	–	48 842
Providing support to the Compliance Committee	186 069	–	186 069
Conference Affairs Services			
Supporting stakeholder engagement in the UNFCCC process	602 770	144 135	458 635
Servicing the informal additional session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP)	124 077	–	124 077
Developing a handbook and film documentary on conference management	327 469	153 012	174 457
Servicing the first part of the second session of the ADP	338 169	–	338 169
Servicing the fourth part of the second session of the ADP	1 502 729	1 268 832	233 897
Providing a temporary structure during the fortieth sessions of	636 864	691 631	(54 767)[b]

Project	*Income (USD)[a]*	*Expenditure (USD)*	*Balance (USD)*
the subsidiary bodies (SB)			
Servicing COP 20 and CMP 10	594 540	–	594 540
Servicing the sixth part of the second session of the ADP	1 285 422	12 212	1 273 210
Developing the electronic Official Document System	95 759	–	95 759
Communications and Outreach			
Developing an online portal for UNFCCC information in Spanish	424 578	24 275	400 303
Developing country media training in the run-up to COP 20 and COP 21	10 746	–	10 746
Momentum for Change	921 960	295 860	626 100
Relaunching the UNFCCC website: phase II – from negotiation support to climate action	764 821	11 011	753 810
Momentum for Change: Women for Results	414 351	228 880	185 471
Momentum for Change: Information and Communications Technology Solutions	264 500	58 824	205 676
Communications and Outreach travel with and in support of the Executive Secretary	68 399	–	68 399
Establishing a photo library to enhance the quality and availability of photos from the Communications and Outreach programme	68 399	–	68 399
Establishing an electronic library and knowledge management	3 776	–	3 776
Maintaining the internal newsletter and developing the intranet	1 287	1 287	–
Information Technology Services			
Replacing the e-mail and instant messaging system	45 964	–	45 964
Undertaking phase I of developing sustainable support for the UNFCCC collaboration platform	250 888	34 189	216 699
Modernizing the UNFCCC data warehouse	336 054	–	336 054
Enhancing responsiveness, efficiency and accountability by strengthening secretariat relationship management and communications with Parties and observers	41 040	–	41 040
UNFCCC submission portal	23 541	–	23 541
Other expenditure			
Junior Professional Officers	943 574	126 164	817 410

Project	*Income (USD)*[a]	*Expenditure (USD)*	*Balance (USD)*
Green Climate Fund			
Supporting the work of the Transitional Committee for the design of the Green Climate Fund	113 891	–	113 891
Supporting the secretariat of the Green Climate Fund[c]	1 208 867	914 930	293 940
Total	**42 154 692**	**9 573 436**	**32 581 256**

[a] Note that not all income available under the Trust Fund for Supplementary Activities has been allocated to projects. Some of the income received is held unallocated at the request of contributing Parties for future allocations.

[b] Note that an outstanding value added tax reimbursement is anticipated to eliminate the negative balance.

[c] In response to a request by the secretariat of the Green Climate Fund, funding under this project continued to be used for various administrative activities, including travel to the meeting of the Board of the Green Climate Fund.

Annex III

[English only]

Programme performance data for the period from 1 January 2014 to 30 June 2014

Table 18

Objectives, expected results,[a] performance indicators and performance data for the Executive Direction and Management programme

Objective 1: to continue to enhance the secretariat's responsiveness to the needs of the Convention and Kyoto Protocol bodies and to enhance the coherence of its work in order to facilitate the efficient and effective implementation of the Convention

Expected result(s)	*Performance indicator(s)*	*Performance data*
The secretariat's response to the priorities of and requests by Parties is coherent and well coordinated. It effectively supports emerging issues	The proportion of mandated outputs delivered and delivered on time. Actual results for the period January 2010 to June 2011: 98 per cent output delivery and 89 per cent delivered on time. Delays mostly related to the late submission of required input from sources outside of the secretariat.[b] Target: to reduce the number of cases where delays were mainly caused by factors under the control of the secretariat	A total of 314 mandates required the secretariat to deliver outputs during the reporting period, including some that required ongoing output delivery. In 99 per cent of cases, outputs were fully delivered on time or output delivery was ongoing and expected to be delivered on time
	The level of satisfaction of Parties with the work of the secretariat. Actual result for 2010:[c] 75 per cent of all respondents agreed or strongly agreed with the statement that their level of satisfaction with the work of the secretariat was consistently high. Target: to increase the level of satisfaction	Information on the level of satisfaction of Parties with the work of the secretariat will be made available in the budget performance report covering the period 1 January 2014 to 30 June 2015

Objective 2: to ensure optimal secretariat support for the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol, thus enabling progress to be made in the intergovernmental process

Expected result(s)	*Performance indicator(s)*	*Performance data*

Climate change intergovernmental meetings are well organized in all aspects including the logistical, procedural and substantive support provided to Parties. The Presidents of the Conference of the Parties (COP) and the COP Bureau are well informed and able to carry out their functions effectively	The level of satisfaction of Parties with the secretariat's support of negotiation sessions. Actual results for 2010: 61 per cent of respondents either agreed or strongly agreed with the following statement: "Logistical arrangements provided by the secretariat during mandated conferences and similar events met our requirements." Altogether, 89 per cent of respondents either agreed or strongly agreed with the following statement: "Substantive input and procedural advice provided by the secretariat for mandated conferences, meetings and events met our requirements." Target: to increase the level of satisfaction	Information on the level of satisfaction of Parties with the secretariat's support of negotiation sessions will be made available in the budget performance report covering the period 1 January 2014 to 30 June 2015
	The level of satisfaction of the COP President and the COP Bureau with the secretariat's support	Information on the level of satisfaction of the COP President and the COP Bureau with the secretariat's support will be made available in the budget performance report covering the period 1 January 2014 to 30 June 2015

Objective 3: to ensure effective communication and outreach regarding the intergovernmental process and close liaison with Parties, intergovernmental organizations and other stakeholders, which will enhance the contribution of all stakeholders to the implementation of the Convention

Expected result(s)	*Performance indicator(s)*	*Performance data*
Information on the UNFCCC process is effectively communicated by the secretariat	The level of satisfaction of Parties with the information provided. Actual result for 2010: 81 per cent of the respondents either agreed or strongly agreed with the following statement: "The secretariat's overall communication with us was appropriate and effective." Target: to increase the level of satisfaction	No monitoring tool is in place. Previously, data were provided by the United Nations Department of Public Information but it has discontinued this practice and within the secretariat it was not possible to carry out continuous analysis with existing communications resources
Support provided by the United Nations intergovernmental agencies and other stakeholders to Parties in the implementation of the Convention is enhanced, including through the development of new and innovative partnerships	The number of partnerships formalized with a memorandum of understanding	Two partnerships were concluded during the reporting period

Objective 4: to continue to develop the secretariat as a well-managed, top-performing institution with a healthy working culture

Expected result(s)	*Performance indicator(s)*	*Performance data*

The secretariat's internal processes and operations are effective, efficient and environmentally sustainable	The net cost savings resulting from efficiency measures	During the reporting period, a report on efficiency gains resulting from measures undertaken in the period 2012–2013 was published.[c] Additional initiatives have been undertaken in the first six months of 2014. Benefits continue to be monitored, and will be included in the budget performance report covering the period 1 January 2014 to 30 June 2015
	The amount of greenhouse gas (GHG) emissions (measured in carbon dioxide equivalent) avoided per sessional meeting of the COP and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and their subsidiary bodies as a result of measures undertaken by the secretariat	The major part of GHG emissions from sessions of the COP/CMP and their subsidiary bodies is generated by travel activities. Within this area, the secretariat can effectively undertake measures concerning the travel of its staff. In the reporting period, emissions from travel of staff to the fourth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action and the fortieth sessions of the subsidiary bodies could be fully avoided, as all sessions were held in Bonn.[d] Data on the amount of GHG emissions avoided will be included in the budget performance report covering the period 1 January 2014 to 30 June 2015
Competent and motivated staff representing a broad geographical spectrum and gender balance are recruited, trained and retained	The percentage of staff from Parties not included in Annex I to the Convention (non-Annex I Parties). Actual figures as at March 2013: 50 per cent of staff in the Professional category and above were from non-Annex I Parties. Target: to increase the percentage of staff from non-Annex-I Parties	A total of 49 per cent of staff in the Professional and higher levels were from non-Annex I Parties as at 30 June 2014
	The percentage of women in posts in the Professional category and above. Actual figures as at March 2013: 41 per cent of staff in the Professional category and above were women. Target: to increase this percentage to 50 per cent	A total of 40.9 per cent of staff in the Professional and higher levels were women as at 30 June 2014
	The level of staff satisfaction with their job, management and development opportunities. Actual figures as at June 2011: more than 70 per cent of staff participating in a secretariat-wide survey expressed a high level of satisfaction with their job and secretariat management. Altogether, 42 per cent of the respondents expressed the view that they had adequate opportunities to advance their career. Target: to increase the level of staff satisfaction	Information on the level of staff satisfaction with their job, management and development opportunities will be made available in the budget performance report covering the period 1 January 2014 to 30 June 2015

The secretariat has the required financial resources to implement mandates given to it by the COP and the CMP	The percentage of mandated outputs that cannot be delivered as a result of insufficient funding. Actual result for the period January 2010 to June 2011: less than 1 per cent. Target: to reduce this percentage to 0 per cent	Sufficient funding was available for the delivery of all mandated outputs
	The contribution rate to the core budget. Actual result for the period January 2010 to June 2011: 79 per cent of the indicative contributions for the biennium 2010–2011 had been received by the secretariat by 30 June 2011. Target: to increase the contribution rate	EUR 12.6 million or 51.4 per cent of the total core budget indicative contributions expected for 2014 had been received as at 30 June 2014
	The proportion of actual expenditure compared with the approved budget. Actual result for the biennium 2010–2011: 98 per cent. Target: to maintain this percentage in the biennium 2014–2015[c]	The implementation rate of the core budget had reached 47.1 per cent through to June 2014. While this is below the ideal rate of 50 per cent, it is expected that the target will be reached by the end of the biennium
Financial resources are managed in a sound manner and are utilized to maximize the benefit to the UNFCCC process	The implementation rate of audit recommendations relating to financial and administrative matters	Of the nine audit recommendations made for the biennium 2010–2011, five (56 per cent) were fully implemented, three (33 per cent) were under implementation and one (11 per cent) was overtaken by events. The United Nations Board of Auditors plans to issue three new recommendations as a result of the 2012–2013 audit

[a] See document FCCC/SBI/2011/16, page 33.

[b] A survey on the level of satisfaction of Parties with the work of the secretariat was conducted in 2010.

[c] See document FCCC/SBI/2014/INF.4.

[d] The secretariat, within the context of its travel policies, also seeks to reduce GHG emissions associated with staff travel to sessions of the COP and the CMP, as it has done for past sessions. GHG emissions related to sessions of the COP and the CMP and their subsidiary bodies also arise from the organization of the event in the host country. While these activities are not under the direct control of the secretariat, the secretariat works closely with host governments to encourage and support measures that help to reduce and offset GHG emissions. Reporting on this matter is subject to provisions made by the respective host government. Further information on the secretariat's efforts to reduce and offset GHG emissions is available at <http://unfccc.int/secretariat/environmental_responsibilities/items/3539.php>.

Table 19

Objectives, expected results, performance indicators and performance data for the Mitigation, Data and Analysis programme

Objective 1: to support Parties included in Annex I to the Convention in the communication and consideration of information related to implementation (Articles 4 and 12 of the Convention, Articles 5, 7 and 8 of the Kyoto Protocol and decisions 10/CP.2, 31/CP.7, 17/CP.8, 3/CP.8, 2/CP.9, 8/CP.11, 1/CP.13, 10/CP.15, 1/CP.16, 2/CP.17, 15/CP.17, 1/CP.18, 2/CP.18, 19/CP.18, 20/CP.18, 22/CP.19; 13/CMP.1, 14/CMP.1, 15/CMP.1, 16/CMP.1, 20/CMP.1, 22/CMP.1, 27/CMP.1, 8/CMP.5, 2/CMP.7, 3/CMP.7, 4/CMP.7, 5/CMP.7, 1/CMP.8, 2/CMP.8, 7/CMP.8, 12/CMP.8 and 9/CMP.9)		
Expected result(s)	*Performance indicator(s)*	*Performance data*
Effective support is provided for the fulfilment of reporting and review requirements in relation to information provided by Parties included in Annex I to the Convention (Annex I Parties) under the Convention and its Kyoto Protocol	All greenhouse gas (GHG) inventories from Annex I Parties as well as relevant supplementary information submitted on time during the biennium 2014–2015 are received and reviewed by international expert teams within the mandated time frames	All 44 2014 submissions of GHG inventories from Annex I Parties and the relevant supplementary information have been received and processed in accordance with the relevant guidelines. This includes timely preparation of the annual status reports for 2014 and of the 2014 version of part I of the synthesis and assessment report for Annex I Parties Preparations for the technical reviews of the 2014 GHG inventory submissions from Annex I Parties have been launched and are proceeding on schedule
	All national communications as well as relevant supplementary information and biennial reports from Annex I Parties due by 1 January 2014 are received and reviewed by international expert teams and relevant reports are published within the biennium 2014–2015	Starting from 1 January 2014, the due date for submissions, the Mitigation, Data and Analysis (MDA) programme received and processed all submissions of the sixth national communications and biennial reports from Annex I Parties As part of the international assessment and review process that was launched with the submission of the above-mentioned reports, the secretariat coordinated the technical reviews of the submissions of the sixth national communications and biennial reports from 26 Parties. The reviews for the submissions from the remaining Parties are scheduled for the second half of 2014
	All mandated initial reports submitted by Annex I Parties with emission reduction commitments in the second commitment period under the Kyoto Protocol by 15 April 2015 are received and processed by 30 June 2015 with all relevant information made available on the UNFCCC website	This activity is scheduled to start in 2015

The UNFCCC is recognized as an authoritative source of GHG data for Annex I Parties	All reports and other documentation prepared within the framework of the reporting and review processes for Annex I Parties are made available in accordance with agreed timelines	Two compilation and synthesis reports of implementation by Annex I Parties under the Convention and the Kyoto Protocol are in preparation for consideration by the Conference of the Parties (COP) at its twentieth session and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) at its tenth session The secretariat made two full updates of its online GHG database (the GHG data interface; see <http://unfccc.int/ghg_data/items/3800.php>) during the reporting period, thus retaining the up-to-date nature of the information. Data for both Annex I Parties and Parties not included in Annex I to the Convention (non-Annex I Parties) have been updated Reports and other documentation required in the negotiations were prepared as required during the reporting period. Examples include reports on the meetings of the lead reviewers in March 2014 and a technical paper with the draft revised review guidelines for GHG inventories from Annex I Parties. MDA is also preparing similar documentation for supporting negotiations in the second half of 2014, such as papers to facilitate the work of the Subsidiary Body for Implementation (SBI) on the revision of the reporting guidelines for the national communications of developed country Parties to make them consistent with the guidelines for biennial reporting
	The two key annual UNFCCC data reports (the GHG data reports under the Convention and the compilation and accounting reports under the Kyoto Protocol) are considered by the COP and the CMP	This activity is scheduled to start in the second part of 2014
	In total, 95 per cent or more of all data-related enquiries received by the secretariat are answered within one week	In the first half of the year, MDA received 43 enquires that required action. Of these, 97 per cent were answered within one week, exceeding the success criteria by 2 per cent
The international assessment and review (IAR) of GHG emissions and removals relating to quantified economy-wide emission reduction targets for developed country Parties is facilitated	The proportion of mandated outputs with respect to the further development of IAR delivered and delivered on time	All relevant mandates have been fulfilled on time
	The first round of the IAR process under the SBI is completed within the biennium 2014–2015	The secretariat is advancing the preparation for the first multilateral assessment during SBI 41 in December 2014 under the guidance of the SBI Chair to cover submissions and relevant review reports for 14–16 Parties

Training courses are updated and a sufficient number of experts are trained and ready to participate in the reviews under the Convention and its Kyoto Protocol	The number of experts participating in the training courses per year. Baseline and target: up to 60 experts per year	A refresher seminar was organized for the experienced reviewers. Twenty-three experts took the courses for review under the Kyoto Protocol
	The availability of timely updates of training materials. Target: up to five courses are updated and up to two new courses are developed by the end of the biennium 2014–2015	Update of the training courses for reviews under the Convention (seven courses) to reflect the most recent methodologies and guidelines adopted in 2012 and 2013 is ongoing and planned to be completed by mid-2015
Effective support is provided for the work of the subsidiary bodies and the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) on matters related to mitigation and clarification of developed countries' emission reduction targets	The proportion of mandated outputs delivered and delivered on time	All relevant mandates have been fulfilled on time On the intended nationally determined contributions, four workshops were organized: one during the ADP session in March 2014 and three regional workshops Four technical expert meetings were organized under the ADP on energy efficiency, renewable energy, urbanization and land use. A technical paper with policy options for enhancing ambition was prepared

Objective 2: to support Parties not included in Annex I to the Convention in the preparation and submission of their national communications and biennial update reports, including greenhouse gas inventory information, and in the preparation and implementation of nationally appropriate mitigation actions under the Convention (Article 4, paragraphs 1, 3, 8 and 9, and Article 12, paragraphs 1(a–c) and 4, of the Convention and decisions 10/CP.2, 31/CP.7, 17/CP.8, 3/CP.8, 2/CP.9, 8/CP.11, 1/CP.13, 1/CP.16, 2/CP.17, 17/CP.18, 18/CP.18 and 24/CP.18)

Expected result(s)	*Performance indicator(s)*	*Performance data*
Effective support is provided to non-Annex I Parties in the fulfilment of their reporting requirements under the Convention	The number of experts from non-Annex I Parties trained	286 national experts from non-Annex I Parties have been trained on the use of the non-Annex I GHG inventory software, and 184 national experts from Africa and Asia received technical assistance on building sustainable national GHG inventory systems.
	The number of national communications from non-Annex I Parties submitted during the biennium 2014–2015	Three national communications have been received and processed
The nationally appropriate mitigation action (NAMA) registry is established effectively and updated regularly	The number of users granted access to the registry	77 access rights were granted to developing countries for the submission of their NAMAs. 24 access rights were provided to support providers
	The number of mitigation actions and the provision of support recorded in the registry	47 NAMAs were recorded. 10 sources of support were recorded and two matches of action with support were made
The international consultation and analysis	The roster of experts is established by the end of 2014	Notification to update the roster has been sent to all Parties. The electronic application to support the operation of the roster is currently under development

(ICA) process for biennial update reports from developing countries is facilitated	A package of training materials for the training of experts is developed by the end of 2014	Work on the development of the draft training materials for the training of experts was under way, with a 50–60 per cent level completion, as at 30 June 2014
	The number of experts trained to provide ICA support	Work on the roster of experts for ICA has been initiated
	Templates for summary reports for the technical analysis and facilitative sharing of views are prepared	Activity is ongoing

Objective 3: to improve the methodological and scientific bases for enhancing the implementation of the Convention and its Kyoto Protocol (decisions 16/CMP.1, 10/CP.2, 31/CP.7, 17/CP.8, 3/CP.8, 2/CP.9, 8/CP.11, 6/CMP.3, 1/CP.13, 1/CP.16, 2/CMP.7, 2/CP.17, 12/CP.17, 1/CP.18, 9/CP.19, 10/CP.19, 11/CP.19, 12/CP.19, 13/CP.19, 14/CP.19 and 15/CP.19)

Expected result(s)	*Performance indicator(s)*	*Performance data*
Effective support is provided for the consideration of the scientific and methodological issues relating to the socio-economic aspects of mitigation	The proportion of mandated outputs delivered and delivered on time	All relevant mandates have been fulfilled on time. This includes supporting negotiations, the update of a technical paper on developed country targets, the organization of an in-session event on land use, land-use change and forestry (LULUCF) and the use of market mechanisms in the context of developed country targets
Work on methodological and scientific matters regarding LULUCF and agriculture as well as on reducing emissions from deforestation and forest degradation in developing countries (REDD-plus[6]) is facilitated	The proportion of mandated outputs delivered and delivered on time	All nine mandated outputs were delivered and delivered on time. This included the preparation of: (a) a technical paper on possible LULUCF activities and alternative approaches to addressing the risk of non-permanence under the clean development mechanism; (b) four compilations of views of Parties on issues relating to LULUCF, REDD-plus and agriculture; and (c) a report on the in-session workshop on the current state of scientific knowledge on how to enhance the adaptation of agriculture to climate change impacts. Also, an in-session expert meeting on non-market-based approaches for the implementation of REDD-plus was organized
	The number of representatives from Parties participating in the UNFCCC REDD discussion forum and web platform[7]	During the reporting period, the platform received two submissions. Since its launch in 2012 the REDD discussion forum has registered 238 users
Work on methodological and scientific matters is facilitated, including in the areas of common metrics, international aviation and maritime transport, and fluorinated gases	The proportion of mandated outputs delivered and delivered on time	Six outputs were mandated to be delivered during the reporting period, all of which were delivered on time[8]

Cooperation with intergovernmental organizations active in REDD-related activities as well as activities related to LULUCF, agriculture, international maritime and aviation transport, and fluorinated gases is maintained and further strengthened	The number of meetings of relevant intergovernmental organizations attended by secretariat staff to ensure that their activities related to REDD, LULUCF, agriculture, international maritime and aviation transport, and fluorinated gases actively contribute to the objective of the Convention within the area of their competencies	The secretariat attended 15 meetings of relevant intergovernmental organizations in the areas of mitigation, REDD-related activities and activities related to LULUCF, agriculture, international maritime and aviation transport, and fluorinated gases

Objective 4: to support Parties, in particular developing country Parties, in meeting their specific needs and concerns arising from the impact of the implementation of response measures (Article 4, paragraphs 8–10, of the Convention, Article 2, paragraph 3, and Article 3, paragraph 14, of the Kyoto Protocol and decisions 5/CP.7, 1/CP.10, 1/CP.13, 1/CP.16, 1/CMP.16 and 8/CP.17)

Expected result(s)	*Performance indicator(s)*	*Performance data*
Effective support is provided to work relating to the impact of the implementation of response measures	The number of forums supported	Not applicable since the Parties could not conclude their work on impacts of the implementation of response measures at COP 19
	The number of documents prepared	A report on the in-forum workshop on cooperation on response strategies – area (b) of the work programme on the impact of the implementation of response measures was prepared. Preparation of a compilation of the information reported by Annex I Parties with respect to Article 3, paragraph 14, of the Convention is ongoing

[a] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

[b] Policy approaches and positive incentives on issues relating to reducing emissions from deforestation and forest degradation in developing countries; and the role of conservation, sustainable management of forests and enhancement of forest carbon stocks in developing countries.

[c] See <http://unfccc.int/methods_science/redd/items/4531.php>.

[d] They included the support by MDA of the ongoing work of the Subsidiary Body for Scientific and Technological Advice on: (a) international aviation and maritime transport; (b) common metrics and the organization of a workshop on common metrics in April 2012; and (c) the implications of decisions 2/CMP.7 to 5/CMP.7 in relation to the second commitment period of the Kyoto Protocol on the previous decisions of the CMP on methodological issues related to the Kyoto Protocol, including those relating to Articles 5, 7 and 8, as well as the preparation of a relevant technical paper and the organization of a workshop.

Table 20

Objectives, expected results,[a] performance indicators and performance data for the Finance, Technology and Capacity-building programme

Objective 1: to support the intergovernmental process with regard to the provision of financial resources to developing country Parties for adaptation and mitigation (Article 11 of the Convention and decisions 1/CP.13, 1/CP.16, 2/CP.17, 3/CP.17, 1/CP.18 and 1/CMP.3)

Expected result(s)	*Performance indicator(s)*	*Performance data*

Parties are effectively supported in intergovernmental negotiations on issues related to the functioning of the Financial Mechanism	The proportion of mandated outputs delivered and delivered on time	As mandated by decision 3/CP.19, an in-session workshop on long-term finance was held in June 2014. The mandated output has been delivered on time in accordance with the decisions of the Conference of the Parties (COP)
Effective support is provided to the Standing Committee on Finance (SCF)	The proportion of mandated outputs delivered and delivered on time	Two meetings of the SCF and one forum of the SCF were held and support continues to be provided to the COP mandated activities of the SCF, such as the biennial assessment and overview of financial flows and the development of expert inputs for the fifth review of the Financial Mechanism The finance portal modules have been regularly updated and new information pertaining to the sixth national communications and the first biennial reports is being included. The web pages on long-term finance and the SCF have been restructured and updated to include information on long-term finance in-session workshops and the work of the SCF on the biennial assessment and overview of financial flows, as well as updated information on the SCF second information exchange forum. All mandated outputs have been delivered on time, for the reporting period
	The number of visits to the section on the Financial Mechanism and the finance portal on the UNFCCC website	A total of 20,669 visits were registered
Effective support is provided to activities relating to the scaling up of financial resources and the enhanced provision of information on climate finance	The proportion of mandated outputs delivered and delivered on time	As mandated by decision 3/CP.19, logistical and substantive support was provided to the organization of an in-session workshop held in June 2014, including the organization of two preparatory webinars during April 2014. The mandated output has been delivered on time in accordance with COP decisions

Objective 2: to support and enhance cooperation among Parties and relevant organizations on research, development, demonstration, deployment, diffusion and transfer of technologies for adaptation and mitigation (decisions 4/CP.7, 3/CP.13, 4/CP.13, 1/CP.16, 2/CP.17, 4/CP.17, 1/CP.18, 13/CP.18 and 14/CP.18)

Expected result(s)	*Performance indicator(s)*	*Performance data*
Effective support is provided for intergovernmental work and negotiations on issues relating to technology development and transfer	The proportion of mandated outputs delivered and delivered on time	Two outputs were required to be delivered during the reporting period in accordance with the Technology Executive Committee (TEC) workplan; all were delivered on time The TEC two-year rolling workplan for 2014–2015 was successfully adopted on the first meeting of the TEC in March 2014 and support was provided to the work undertaken by the TEC in a timely manner
Effective support is provided to facilitate the effective engagement of relevant stakeholders under	The number of partner agencies and organizations that participate in the work of the TEC	The TEC has established task forces to support the implementation of its workplan for 2014–2015. The task forces include the participation of representatives of 12 organizations

and outside of the Convention in the implementation of the Technology Mechanism, including through providing regularly updated information and analysis on the UNFCCC technology information clearing house TT:CLEAR	The number of visits to TT:CLEAR	TT:CLEAR received a total number of 357,908 page visits and more than 6,700 registered downloads in the period 1 January 2014 to 30 June 2014. The *Handbook for Conducting Technology Needs Assessment for Climate Change* was downloaded 2,424 times in this period

Objective 3: to enhance the capacity of Parties, and education, training, public awareness, public participation and public access to information and international cooperation activities by Parties, in particular developing country Parties, to enable the full, effective and sustained implementation of the Convention and its Kyoto Protocol (Article 6 of the Convention, Article 10(e) of the Kyoto Protocol and decisions 2/CP.7, 3/CP.7, 11/CP.8, 2/CP.10, 3/CP.10, 7/CP.10, 4/CP.12, 9/CP.13, 6/CP.14, 1/CP.16, 7/CP.16, 2/CP.17, 13/CP.17, 1/CP.18, 15/CP.18, 29/CMP.1, 6/CMP.2, 6/CMP.4, 11/CMP.6, 15/CMP.7, 10/CMP.8 and 11/CMP.8)

Expected result(s) under the Convention	*Performance indicator(s)*	*Performance data*
Effective support is provided for intergovernmental negotiations on issues related to capacity-building and to Article 6 of the Convention	The proportion of mandated outputs delivered and delivered on time	Six reports were mandated and made available during the reporting period. Two reports were delayed owing to the timing of scheduled meetings of the bodies established under the Convention and its Kyoto Protocol. One report was delayed to take into account responses submitted by Parties to a survey conducted by the secretariat
The Durban Forum on Capacity-building and the dialogue on Article 6 of the Convention are facilitated	The level of satisfaction of participants of the Durban Forum and the dialogue on Article 6 of the Convention	Various regional groups, Parties and one observer constituency, in a plenary statement, expressed appreciation of the successful organization of the 3rd meeting of the Durban Forum and the 2nd Dialogue on Article 6 of the Convention
The implementation of the frameworks for capacity-building is facilitated	The number of partner agencies and organizations that contribute to the implementation of the frameworks for capacity-building	A total of 356 partner agencies and organizations contributed to the implementation of the capacity-building frameworks
The implementation of the Doha work programme on Article 6 of the Convention is facilitated	The number of partner agencies and organizations that contribute to the implementation of the Doha work programme on Article 6 of the Convention	A total of 56 partner agencies and organizations contributed to the implementation of the Doha work programme on Article 6 of the Convention
	The number of registered users of the UNFCCC information network clearing house CC:iNet	A total of 791 users from different world regions were registered
	The level of satisfaction with CC:iNet of the users surveyed	No CC:iNet user survey was conducted within the reporting period

[a] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol

Table 21
Objectives, expected results,[a] performance indicators and performance data for the Adaptation programme

Objective 1: to support Parties, in particular developing country Parties, in assessing impacts, vulnerability and risks and in developing and implementing adaptation plans, policies and actions (Article 4, paragraphs 8 and 9, and Articles 5, 9, 10 and 12 of the Convention and decisions 5/CP.7, 28/CP.7, 1/CP.10, 2/CP.11, 4/CP.11, 1/CP.13, 8/CP.13, 1/CP.16, 6/CP.16, 5/CP.17, 6/CP.17, 7/CP.17, 3/CP.18, 11/CP.18 and 12/CP.18)

Expected result(s) under the Convention	*Performance indicator(s)*	*Performance data*
The work of the Adaptation Committee is successfully facilitated	The proportion of mandated outputs delivered and delivered on time	100 per cent of the mandated activities were delivered on time, as follows: during the six-month reporting period, the secretariat organized one Adaptation Committee meeting, including the first meeting of the Adaptation Committee's task force on national adaptation plans. It also organized one workshop in collaboration with the Nairobi work programme on impacts, vulnerability and adaptation to climate change (NWP) and one jointly with the Technology Executive Committee (TEC), and collaborated with the Standing Committee on Finance (SCF) on a forum on adaptation finance. It further organized two in-session meetings during the fortieth sessions of the subsidiary bodies, and contributed to a range of other events and publications
	The proportion of working papers and information products delivered in support of the work programme of the Adaptation Committee and delivered on time	The Adaptation Committee produced a total of 16 mandated background papers for its 5th meeting, held in March 2014. 100 per cent were delivered on time. The Adaptation Committee has further been contributing towards publications being prepared by the TEC (TEC briefs on adaptation), and it contributed to the background paper for the SCF adaptation finance forum
The process for the formulation and implementation of national adaptation plans (NAPs) is facilitated	The proportion of mandated outputs delivered and delivered on time	The seven submissions received from Parties and relevant organizations in response to decision 18/CP.19, paragraph 6, were compiled into a miscellaneous document and made available to the Subsidiary Body for Implementation (SBI) at its fortieth session in a timely manner. The submissions were also made available on the submission portal at <http://unfccc.int/5900>, including three more that were received after the deadline

The implementation of the NWP is facilitated	The proportion of mandated outputs delivered and delivered on time	All four expected results mandated during the reporting period were delivered on time. The joint meeting with the Adaptation Committee on the available tools for the use of indigenous and traditional knowledge and practices for adaptation, the needs of local and indigenous communities, and the application of gender-sensitive approaches and tools for adaptation was successfully carried out, with the participation of relevant organizations, experts and practitioners, including preparation of the meeting report. In addition, the secretariat prepared a progress report and NWP eUpdate (quarterly newsletter)
	The number of action pledges by NWP partners	Three new action pledges were made by partners, bringing the total number of action pledges to 181 during the reporting period
Work on loss and damage is facilitated	The proportion of mandated outputs delivered and delivered on time	The mandated initial meeting of the Executive Committee of the Warsaw International Mechanism for Loss and Damage associated with Climate Change Impacts (Excom) was organized, and support to all intersessional work of the Excom was provided in a timely manner
The work of the Least Developed Countries Expert Group (LEG) is facilitated	The proportion of mandated outputs delivered and delivered on time	The LEG was effectively supported in holding its 25th meeting in February 2014. Twelve background documents were prepared to support the meeting. The LEG was also supported in holding a technical meeting on NAPs that took place prior to its 25th meeting, which was attended by 50 experts from different organizations and disciplines. The LEG was further supported on engaging a wide range of organizations across different disciplines to contribute to the implementation of its work programme. Four specific activities significantly benefited from the engagement of organizations, namely the technical meeting on NAPs, preparations for NAP Expo, the development of NAP Central and the review of methodologies for capturing and sharing best practices and lessons learned in addressing adaptation in the least developed countries (LDCs)
	The level of satisfaction of users of the knowledge products prepared by the LEG and the secretariat	SBI 40 expressed its appreciation to the LEG for its work on technical guidance and support to the NAP process for LDCs

Objective 2: to support the review of the adequacy of the long-term global goal and the consideration of various matters related to science, research and systematic observation (Articles 2, 4, paragraph 1(g) and (h), 5, 9 and 12, of the Convention and decisions 8/CP.3, 14/CP.4, 5/CP.5, 5/CP.10, 11/CP.9, 11/CP.13, 9/CP.15, 1/CP.16, 2/CP.17 and 16/CP.17)

Expected result(s)	*Performance indicator(s)*	*Performance data*

Work by the Convention bodies on matters related to science, research and systematic observation is facilitated	The proportion of mandated outputs delivered and delivered on time	Five mandates required output delivery during the reporting period. The 6th meeting of the research dialogue was organized successfully at the fortieth session of the Subsidiary Body for Scientific and Technological Advice (SBSTA) and two documents were made available to Parties (the report on the workshop on ecosystems with high-carbon reservoirs and a report summarizing information on enhanced availability and visibility of scientific information). The views from Parties and information from research programmes and organizations for the 6th meeting of the research dialogue were posted on the UNFCCC website and the secretariat continued to improve and enhance the visibility of scientific information on the website. All achieved outputs were delivered on time; one mandated outcome is an ongoing activity
	The number of international and regional programmes and organizations taking part in the research dialogue under the Convention. Baseline and target: eight programmes and/or organizations	A total of 12 presentations were made during the research dialogue held during SBSTA 40, with 11 presentations being made on behalf of 10 international research programmes and organizations and the Intergovernmental Panel on Climate Change (IPCC) In addition, given the recent releases of the contributions of Working Groups II and III to the Fifth Assessment Report (AR5) of the IPCC, the secretariat facilitated the organization of two SBSTA–IPCC special events during SBSTA 40 on the AR5
The periodic review of the adequacy of the long-term global goal is facilitated	The proportion of mandated outputs delivered and delivered on time	Six mandates required output delivery during the reporting period. These included support for the work of the structured expert dialogue (SED) on the 2013–2015 review and of its co-facilitators, the organization of the 3rd meeting of the SED, the compilation of views from Parties on future work of the SED and on how the outcomes of the 2013–2015 review will inform the work of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP), and the gathering of information relevant for conducting the review SED 3 was held during the fortieth sessions of the subsidiary bodies to consider the adequacy of the long-term global goal based on the contributions of Working Groups II and III to the IPCC AR5. An information note by the co-facilitators of the SED on future meetings was made available to Parties and the views of Parties were compiled and posted on the UNFCCC website A total of 16 presentations were made during SED 3 by experts from the IPCC and the proceedings of the meeting were webcast All mandated outputs were delivered on time; one mandated outcome is ongoing

Supporting the consideration of a shared vision for long-term cooperative action	The proportion of mandated outputs delivered and delivered on time	All mandated outputs were delivered on time. ADP 2, part 4, was effectively supported on matters relating to long-term aspects and equity (March 2014). A non-paper was prepared for ADP 2, part 5, (June 2014), synthesizing Parties' views on elements for a draft negotiating text, including on these aspects

Objective 3: to engage a wide range of stakeholders and to widely disseminate information by effective means, including through the UNFCCC website (decisions 2/CP.11, 1/CP.13, 1/CP.16 and 6/CP.16)

Expected result(s)	*Performance indicator(s)*	*Performance data*
A wide range of stakeholders is engaged in the implementation of all relevant mandates	The number of collaborative activities facilitated between organizations and between Parties and organizations	The programme continued the facilitation of collaborative activities between organizations and between Parties and organizations under all of its different workstreams. This included organizing nine workshops, expert meetings, informal meetings and research dialogue sessions, producing a wide range of documents and messages
Comprehensive user-friendly information is made available in a timely manner	The information contained in the sections of the UNFCCC website dedicated to adaptation is regularly updated. Baseline and target: to update the information every two weeks	Information contained in the sections of the UNFCCC website dedicated to adaptation[b] was updated on a continuous basis
	The number of visits to the sections of the UNFCCC website dedicated to adaptation	Due to a glitch in the monitoring software programme, it was not possible to obtain reliable statistics on the number of times the main adaptation portal was accessed. Consequently, no reliable information was available on the number of visits to the sub-pages

[a] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.
[b] See <http://unfccc.int/4159>.

Table 22

Objectives, expected results, performance indicators and performance data for the Sustainable Development Mechanisms programme

Objective 1: to realize the full potential of sustainable development mechanisms to enhance the implementation of the Convention (Article 4, paragraph 2(a), of the Convention, Articles 3, 6, 12 and 17 of the Kyoto Protocol and decisions 1/CP.13, 1/CP.16, 1/CMP.1, 1/CMP.6, 3/CMP.6, 4/CMP.6 and 7/CMP.6)

Expected result(s) under the Kyoto Protocol	*Performance indicator(s)*	*Performance data*
Work programmes under the intergovernmental bodies concerning the further development of the project-based mechanisms are facilitated	The proportion of mandated outputs delivered and delivered on time	100 per cent (4 of 4) of the recurring mandates of the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) are being delivered in accordance with the specified timelines One CMP mandate was delivered fully in accordance with the specified timelines
Parties are supported in their consideration and development of further market-based and other collaborative mechanisms	The proportion of mandated outputs delivered and delivered on time	Information on the status of the mandates will be made available in the budget performance report covering the period 1 January 2014 to 30 June 2015

Objective 2: to support and optimize the operation of the clean development mechanism (Article 12 of the Kyoto Protocol and decisions 2/CMP.1, 3/CMP.1, 4/CMP.1, 5/CMP.1, 6/CMP.1, 7/CMP.1, 8/CMP.1, 1/CMP.2, 2/CMP.3, 2/CMP.4, 2/CMP.5, 3/CMP.6 and 7/CMP.6)

Objective 3: to support and optimize the operation of joint implementation (Article 6 of the Kyoto Protocol and decisions 9/CMP.1, 10/CMP.1, 2/CMP.2, 3/CMP.2, 3/CMP.3, 5/CMP.4, 3/CMP.5 and 4/CMP.6)

Expected result(s)	*Performance indicator(s)*	*Performance data*
Meetings of the Joint Implementation Supervisory Committee (JISC) and of its panels and working groups are efficiently organized and well supported	The level of satisfaction of the members of the JISC with the support provided	Information on the level of satisfaction of the members of the JISC with the support provided by the programme for their work will be made available in the budget performance report covering the period 1 January 2014 to 30 June 2015
	The proportion of meeting documents made available fully in accordance with the rules of procedure of the JISC	The secretariat organized and supported meetings of the JISC, such that 100 per cent (5 of 5) of all documents were made available fully in accordance with the rules and procedures
	The proportion of mandated outputs delivered and delivered on time	92 per cent (11 of 12) of JISC mandates are being delivered in accordance with the specified timelines 100 per cent (7 of 7) of the recurring CMP mandates relating to joint implementation (JI) are being delivered in accordance with the specified timelines
The operation of the JI Track 2 procedure is facilitated efficiently	The proportion of determination cases processed within the specified timelines	No determination cases were received during the reporting period
	The proportion of verification	No verification cases were received during the

Expected result(s)	*Performance indicator(s)*	*Performance data*
	cases processed within the specified timelines	reporting period
	The proportion of applications for accreditation processed within the specified timelines	No applications for accreditation were received during the reporting period

[a] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.
[b] The verification procedure under the JISC defined in decision 9/CMP.1, annex, paragraphs 30–45.

Table 23

Objectives, expected results,[a] performance indicators and performance data for the Legal Affairs programme

Objective 1: to provide legal advice and support so that the Convention and its Kyoto Protocol, as well as the outcomes from the negotiations under the Bali Road Map, are implemented and the associated intergovernmental process is conducted in accordance with legal, procedural and institutional requirements

Expected result(s)	*Performance indicator(s)*	*Performance data*
The Convention and its Kyoto Protocol, as well as any new international agreement(s) adopted thereunder, are interpreted and implemented in accordance with relevant legal, procedural and institutional requirements	The absence of complaints by Parties and other stakeholders regarding the timeliness and soundness of legal advice and support provided by the secretariat. Baseline: complaints are resolved within six months. Target: no complaints	During the first six months of 2014, the Legal Affairs (LA) programme issued at least 43 legal opinions on different legal issues, four of them directly to Parties, and provided legal advice on at least 13 different legal issues. The secretariat did not receive any complaints from Parties or other stakeholders regarding the timeliness and soundness of such legal advice or the legal support provided by the secretariat during the reporting period
	The absence of complaints by Parties with respect to the legal support provided by the secretariat to the intergovernmental process. Baseline: complaints are resolved within six months. Target: no complaints	The intergovernmental process was one of the main areas of the work of the LA programme during the reporting period. Thirteen of the 43 legal opinions issued from 1 January 2014 to 30 June 2014 dealt with the legal, procedural and institutional requirements of the intergovernmental process
The bodies established under the Convention and its Kyoto Protocol, including constituted bodies as well as the intergovernmental process, function and operate in accordance with legal, procedural and institutional requirements	The proportion of concerns, issues or disputes raised by public/private entities against constituted bodies under the Convention and its Kyoto Protocol or their members that are addressed and resolved expeditiously and amicably and do not result in legal action against individuals serving on these constituted bodies. Baseline and target: concerns, issues or disputes are resolved within six months and no issues lead to legal action against any individual serving on such bodies	The LA programme is providing legal advice with regard to a concern raised in the second quarter of 2014 on a decision taken by a constituted body. As at 30 June 2014, it was still unclear whether any further action would be taken in relation to such a concern

	The absence of complaints by Parties and members of constituted bodies with respect to the legal advice and support provided to bodies established under the Convention and its Kyoto Protocol. Baseline: complaints are resolved within six months. Target: no complaints	The secretariat did not receive any complaints from Parties or members of constituted bodies with respect to the legal advice and support provided to bodies established under the Convention and its Kyoto Protocol during the reporting period

Objective 2: to facilitate the operations of the secretariat and to ensure that they are conducted in accordance with legal, procedural and institutional requirements

Expected result(s)	*Performance indicator(s)*	*Performance data*
The operations of the secretariat and the UNFCCC process are conducted in accordance with applicable United Nations rules and regulations, the legislative authority of the Conference of the Parties, the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and UNFCCC requirements	The proportion of contracts and other legal instruments between the secretariat and service providers, governments, other international organizations and other partners that are concluded expeditiously and in a legally sound manner, thereby facilitating the smooth operation of the secretariat and the UNFCCC process. Baseline and target: all contracts and other legal instruments are concluded in a timely and legally sound manner and any disputes arising therefrom are settled within 12 months	In the period from 1 January 2014 to 30 June 2014, the LA programme provided final clearance to 43 legal instruments that could be concluded on behalf of the secretariat. During the same period, the secretariat concluded 41 legal instruments with third parties after these instruments had been reviewed or drafted and cleared by LA. No disputes have arisen nor were issues raised in the implementation of these instruments
	The number of audit queries and queries raised by the United Nations Office of Legal Affairs on the adequacy and appropriateness of legal arrangements entered into by the secretariat. Baseline and target: no audit queries and queries raised by the United Nations Office of Legal Affairs	In the period from 1 January 2014 to 30 June 2014, no audit queries or queries from the United Nations Office of Legal Affairs were received in relation to the appropriateness of legal arrangements entered into by the secretariat

Objective 3: to facilitate the effective operation of the compliance mechanism in support of the environmental integrity of the Kyoto Protocol and the credibility of the market mechanisms

Expected result(s)	*Performance indicator(s)*	*Performance data*
The Compliance Committee takes decisions based on best available information	The level of satisfaction expressed by members and alternate members of the Compliance Committee regarding the secretariat's support. Baseline and target: a high level of satisfaction	Information on the level of satisfaction expressed by members of the Compliance Committee and alternate members with support provided by the secretariat will be made available in the budget performance report covering the period 1 January 2014 to 30 June 2015
The CMP is provided with adequate and effective	The absence of complaints raised by Parties with respect to	No session of the CMP was held during the reporting period. The secretariat provides support in the

advice and support in the development of policy guidance to the Compliance Committee	the legal advice and support provided by the secretariat in the development of policy guidance. Baseline and target: no complaints	development of policy guidance to the Compliance Committee towards the end of each year, when the annual report of the Compliance Committee to the CMP is made available
Information on the actions taken by the Compliance Committee is made available to the Party concerned and other relevant actors, including the public, in a clear and timely fashion	Information on the actions taken by the Compliance Committee is made available in a clear and timely fashion. Baseline: to ensure that 95 per cent of documents are issued within the required timelines. Target: to ensure that 100 per cent of documents are issued within the timelines set out in the relevant procedures	In the reporting period, all the Compliance Committee documents prepared by the secretariat were made available to the members and alternate members of the Compliance Committee and the public in accordance with the timelines set out in the annex to decision 27/CMP.1 and the annex to decision 4/CMP.2, as amended by decisions 4/CMP.4 and 8/CMP.9

[a] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 24

Objectives, expected results,[a] performance indicators and performance data for the Conference Affairs Services programme

Objective 1: to advance the climate change intergovernmental process as a result of attendance at, active participation in and collaboration by representatives of Parties in UNFCCC conferences and events		
Expected result(s)	*Performance indicator(s)*	*Performance data*
The intergovernmental process is facilitated through the provision of information, in-depth insight and analysis, problem-solving and the appropriate treatment of delegates according to protocol	The proportion of communications to which the Conference Affairs Services (CAS) programme responds. Baseline and target: to ensure that CAS responds to 100 per cent of communications	The programme responded to all communications in a timely manner
	The average response time	The average response time was 44 minutes
Representatives from eligible Parties, including those eligible for funding through the Trust Fund for Participation in the UNFCCC Process, can attend all relevant meetings and actively participate in this process	The proportion of eligible participants funded	A total of 408 nominations were received and reviewed for funding for the four sessions of the subsidiary bodies during the reporting period A total of 388 participants from Parties eligible for funding were effectively funded. Therefore, 95 per cent of eligible participants were actually funded. The remaining 5 per cent declined the offer for unknown reasons
	The average duration of the admission process (waiting and processing time). Baseline and target: less than 1.5 minutes	The average duration of the admission process was 1 minute

Objective 2: to assist Parties in advancing the climate change intergovernmental process as a result of observer engagement therein

Expected result(s)	*Performance indicator(s)*	*Performance data*
Eligible members of civil society and intergovernmental organizations are admitted by the Conference of the Parties (COP) and enabled to attend sessions within the capacity limit	The number of organizations for which the COP disagrees with the eligibility assessment made by the secretariat. Baseline and target: none	117 applications for admission were reviewed and the eligibility decisions were made during the reporting period
Input by observer organizations to the intergovernmental process is facilitated	The number of opportunities to make submissions to the negotiation process	19 calls for submissions were available; 57 observer submissions were processed
	The number of opportunities to intervene at plenary and contact group meetings as well as at in-session workshops	78 opportunities were facilitated; 65 of them were implemented
	The proportion of mandated outputs delivered and delivered on time	The proportion of mandated outputs delivered and delivered on time was 100 per cent

Objective 3: to facilitate the work of delegates and assist in the intergovernmental process by maintaining the quality, clarity and readability of documents and ensuring their timely availability

Expected result(s)	*Performance indicator(s)*	*Performance data*
Official documents are made available to stakeholders on time and in all six official languages of the United Nations where applicable	The percentage of documents, including versions in the six official languages of the United Nations, that have been submitted to CAS in accordance with United Nations deadlines and made available to Parties on time	A total of 44 documents were mandated to be made available during the reporting period. All documents were made available and 63 per cent (5 of 8) were made available on time. Delays in the availability of the remaining 37 per cent of the documents (3 of 8) were mainly due to the additional negotiating sessions and the requirements of Parties

Objective 4: to provide suitable surroundings and comprehensive, state-of-the-art logistical and technical support so that meetings proceed smoothly and productively

Expected result(s)	*Performance indicator(s)*	*Performance data*
Comprehensive and functional conference facilities for participants in the climate change negotiation process are planned and provided for	The number of complaints received with regard to conference facilities	A total of 56 meetings were held, including pre-sessional meetings of the four regional groups and no complaints with regard to conference facilities were received
	The number of reports of technical failures with regard to sound projectors, electricity, etc., relative to the size, duration and frequency of workshops and meetings	A total of 56 meetings were held, including pre-sessional meetings of the four regional groups and no reports of technical failures with regard to sound projectors, electricity, etc., were received

[a] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 25

Objectives, expected results, performance indicators and performance data for the Communications and Outreach programme

Objective 1: to make available to Parties, observer organizations, the public and other stakeholders authoritative and up-to-date information regarding the UNFCCC process in a user-friendly and cost-efficient manner (Articles 6(b) and 8, paragraph 2, of the Convention and Articles 10(d) and 14, paragraph 2, of the Kyoto Protocol)

Expected result(s)	*Performance indicator(s)*	*Performance data*
The UNFCCC website and its applications are recognized as the central information source for authoritative, up-to-date, comprehensive and user-friendly information on the UNFCCC process	The volume of data downloaded per website visit	A total of 2.4 million pages were viewed and 19.6 million documents were downloaded during the reporting period
	The number of interactive webcast sessions via social media (e.g. Facebook and Twitter)	The level of interaction has increased significantly, in particular via social media channels (see data on Facebook and Twitter below). In total, five interactive webcast sessions were held at sessions of the subsidiary bodies and the Ad Hoc Working Group on the Durban Platform for Enhanced Action and Finance meetings
		During the reporting period, the secretariat posted a total of 1,222 tweets on Twitter and 825 items on the UNFCCC Facebook page. Many of these messages were spread within the stakeholder community. Within the reporting period, the secretariat's Twitter and Facebook accounts both exceeded the 100,000 followers/fan milestone
The UNFCCC publications and information material meet the needs of Parties and stakeholders	The level of user satisfaction with the information and data made available on the UNFCCC website through the secretariat's social media channels and other information material	The programme received positive feedback from Parties and observers on new web materials such as the 20th anniversary timeline and on infographics displayed during the sessions of the subsidiary bodies and the ADP in June 2014 through e-mail and social media
Global and specialist media and non-governmental organizations are informed about the progress and decisions of the intergovernmental process and its objectives		

Objective 2: to facilitate the search and retrieval of UNFCCC documents and information and to improve knowledge-sharing and collaboration

Expected result(s)	*Performance indicator(s)*	*Performance data*

Internal communication, collaboration and knowledge-sharing is improved through the use of the appropriate tools and systems	The level of staff satisfaction with the intranet	Five internal newsletter publications were published, with over 3,800 page views. The intranet is now scheduled to be relaunched in 2014. Information on the level of satisfaction of staff will be provided in the 2015 budget performance report
Parties, observers, secretariat staff and the general public have ready access to well-organized and comprehensive official documentation on the climate change negotiation process Records are managed in accordance with the secretariat's policy and guidelines	The amount of official documents downloaded	A total of 19,600,000 official documents, including language versions, were downloaded in a timely manner

[a] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 26
Objectives, expected results, performance indicators and performance data for the Information Technology Services programme

Objective 1: to maintain and strengthen the secretariat's information technology infrastructure

Expected result(s)	*Performance indicator(s)*	*Performance data*
Support services meet user requirements	The proportion of information technology (IT) service requests responded to and completed within 90 days. Baseline: 70 per cent of requests. Target: 90 per cent of requests	During the reporting period, 9,999 work orders were created by the in-house service desk (excluding the externally contracted international transaction log (ITL) service desk). A total of 99.94 per cent were answered within the timelines specified in the Service Level Agreement (SLA) and 84.06 per cent were resolved within the timelines specified in the SLA During the reporting period, a total of 2,746 incoming calls, 8,893 e-mails to the service desk e-mail address and 1,100 e-mails to the service desk info mailbox were received The performance metrics set for the ITL service desk are: 90 per cent of phone calls answered within 10 seconds, no more than 5 per cent of calls abandoned (user hanging up before being answered) within 20 seconds and 85 per cent of e-mails answered within 30 minutes. These three targets were met and exceeded for the six-month period ending in June 2014: 95.42 per cent of phone calls were answered within 10 seconds, 0.00 per cent of phone calls were abandoned within 20 seconds and 96.98 per cent of e-mails were answered within 30 minutes

Conferences and workshops are supported by effective and efficient IT services	The proportion of conferences and workshops serviced at the agreed levels. Baseline and target: to ensure that 100 per cent are serviced at the agreed levels	During the reporting period, two conferences, the fourth part of the second session of the Ad Hoc Working Group on the Durban Platform for Enhanced Action (ADP) and the fortieth sessions of the subsidiary bodies, were successfully delivered with no major complaints from the clients. Problems initially identified during ADP 1 were resolved through a redesign of the Wi-Fi service for ADP 2, part 4 All conference and mobile conference equipment received security updates, including firmware updates and security patches, to ensure readiness for the upcoming conferences. A mobile air-conditioning unit has been used in the last two conferences to reduce the cost of temporary data centre deployments while keeping an environmentally friendly standard of conference equipment During the reporting period, 33 workshops were serviced, of which 18 involved the provision of virtual presence facilities, such as WebEx or Skype, which enabled remote delegates to actively participate in the workshops without the need to travel 100 per cent of conferences and workshops were serviced at the agreed level.
The communications data centre and related infrastructure services are supplied in accordance with agreed service levels	Infrastructure services availability during service hours. Baseline: 95 per cent availability. Target: 98 per cent availability	During the performance period, the migration from the analogue telephone and fax system to an Internet Protocol based system was completed, removing dependence on the ailing Bosch PBX system The Wi-Fi enhancement project kicked off to provide better connectivity in the Haus Carstanjen and Altes Abgeordnetenhochhaus (AHH) blocks of the secretariat offices. The project will be completed later in the year. In addition, Cisco Ironport was introduced to improve Internet access and Internet security for staff All network systems at headquarters received security updates, including the latest firmware and security patches to enhance security Other maintenance work has been undertaken on various systems to resolve some minor issues, including various service interruptions, amounting to a total of 90 minutes downtime on the network in AHH and service interruption on the Lotus Notes Traveler system. No (irretrievable) data loss was experienced during this performance period. Service on the network has reached an availability of 98 per cent

Objective 2: to maintain and enhance the UNFCCC information systems

Expected result(s)	*Performance indicator(s)*	*Performance data*
Mandated systems meet the specified requirements	Mandated systems are operated and supported in accordance with defined service levels	In the first six months of 2014, the Information Technology Services (ITS) programme delivered the following new mandated systems: new common reporting format (CRF) Reporter system for reporting greenhouse gas (GHG) inventories (delivered after almost three years in development, within agreed timelines and approved budget); GHG inventory software for Parties not included in Annex I to the Convention; IT system for multilateral assessment; capacity-building portal; Momentum for Change 2014; central portal for national adaptation plans; online admission system for observers; and UNFCCC submission portal ITS has delivered updates and/or enhancements to the following mandated systems: biennial reporting – common tabular format; biennial reporting – virtual team room; clean development mechanism information system; compilation and accounting database; GHG data interface; GHG data report; GHG inventory virtual team room; nationally appropriate mitigation action registry; roster of experts; and standard electronic format submission tool All of the above-mentioned systems and other mandated systems which did not receive updates in 2014 are being operated and supported via the ITS 1st, 2nd and 3rd line support operation
Business-enabling systems, including collaboration and web services are operated and maintained at agreed service levels	The average availability of business-enabling systems. Baseline: 95 per cent availability. Target: 98 per cent availability	ITS has delivered the following new or enhanced business-enabling systems in the first six months of 2014: budget tool; electronic Official Document System; in-session daily updates; single sign-on for the Learning Management System (LMS); staff assignment list planning database; time accounting system; and travel database During the reporting period, out of 17 monitored systems, all reached their availability target of 98 per cent, including planned maintenance time This includes the secretariat's outsourced collaboration platform, which reached its contracted service levels of 99 per cent availability during each of the six months of the reporting period

[1] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

Table 27

Objectives, expected results,[a] performance indicators and performance data for the Administrative Services programme

Expected result(s)	*Performance indicator(s)*	*Performance data*
Objective 1: to facilitate the mobilization, allocation and utilization of resources (Article 8, paragraph 2(f), of the Convention, Article 14, paragraph 2, of the Kyoto Protocol and decision 15/CP.1)		
Parties are kept fully informed with regard to the receipt and utilization of financial resources	Financial statements are made available to Parties in a timely manner	The audited financial statements for 2012–2013 were completed on time and will be presented to the Subsidiary Body for Implementation in December 2014
Coherence and transparency in fundraising and the use of funds	The proportion of donor reports submitted on time	A total of 50 donor reports were due during the reporting period, of which 33 (or 77 per cent) were issued on time
Optimal budget implementation rate	Expenditure levels compared with the approved budget. Target: 99 per cent	The 2014–2015 core budget for the secretariat had a budget implementation rate of 47.1 per cent through to June 2014, which is below the ideal implementation rate of 50 per cent. It is expected that the 99 per cent target will be achieved by the end of the biennium
Compliance with United Nations financial regulations and rules and UNFCCC financial procedures	The implementation rate of audit recommendations relating to financial and administrative matters. Baseline: 70 per cent implementation rate. Target: 90 per cent implementation rate	The implementation rate is 83 per cent; two recommendations have been implemented and the remaining recommendation concerning information technology equipment is under active implementation and 50 per cent implemented
Objective 2: to facilitate the timely recruitment and retention of staff who meet the highest standards of efficiency, competence and integrity in order to support mandated activities to the largest extent possible (Article 8, paragraph 2(f), of the Convention and Article 14, paragraph 2, of the Kyoto Protocol)		
Competent and motivated staff reflecting a broad geographical spectrum and gender balance are recruited and retained	The percentage of staff from Parties not included in Annex I to the Convention (non-Annex I Parties). Actual figures as at March 2013: 50 per cent of staff in the Professional category and above were from non-Annex I Parties. Target: to increase this percentage	As at 30 June 2014, a share of 51 per cent of staff in the Professional and higher levels were from non-Annex I Parties
	The percentage of women in posts in the Professional and higher categories. Actual figures as at March 2013: 41 per cent of staff in the Professional category and above were women. Target: to increase this percentage to 50 per cent	As at 30 June 2014, 40 per cent of staff in the Professional and higher levels were women

	The percentage of recruitment completed within the required time frame. Baseline: four months per Professional post from advertising to approval by the Executive Secretary. Target: to reduce this time frame to three months	The targeted time frame for recruiting UNFCCC staff (from the posting of the vacancy announcement on the UNFCCC website to the notification of the selected candidate) is four months. Of the 68 posts advertised in the first six months of 2014, a total of 22 (33 per cent) recruitment cases were completed during the reporting period in accordance with that time frame
Staff are provided with adequate training and development opportunities enabling them to achieve their full potential at work	The percentage of training costs versus total staff costs	A total of 1.14 per cent of the total staff costs were costs of staff training as at 30 June 2014

Objective 3: to provide travel, procurement and general services that respond adequately to the needs of Parties and the secretariat (Article 8, paragraph 2(f), of the Convention and Article 14, paragraph 2, of the Kyoto Protocol)

Expected result(s)	*Performance indicator(s)*	*Performance data*
The travel of delegates and staff to official meetings is arranged effectively and efficiently	The proportion of participants attending meetings versus nominations	89 per cent of nominated participants attended meetings (1,196 of 1,345)
The procurement of goods and services is carried out in a cost-effective and efficient manner in accordance with United Nations regulations and rules and with UNFCCC policies	The percentage of procurement cases processed within established time frames	Almost 99 per cent of procurement cases were processed within the established time frames (348 of 352)

[a] Unless otherwise stated, expected results relate to work both under the Convention and under the Kyoto Protocol.

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Item 17 of the provisional agenda
Arrangements for intergovernmental meetings

Frequency and organization of sessions

Note by the secretariat

Summary

This document was prepared in response to the request made by the Subsidiary Body for Implementation (SBI), at its fortieth session, for the secretariat to prepare a document outlining the various options relating to the frequency and organization of the sessions of the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and their subsidiary bodies. Guided by the principles of openness, transparency and inclusiveness, the document presents possible scenarios and related implications for the various options, including arrangements for the sessions of the COP, the CMP and their subsidiary bodies and the high-level segment. The SBI is invited to consider the options and provide further guidance.

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I. Introduction

A. Mandate

1. The Subsidiary Body for Implementation (SBI), at its fortieth session, requested the secretariat to prepare a document, guided by the principles of openness, transparency and inclusiveness, outlining the various options relating to the frequency and organization of the sessions of the Conference of the Parties (COP), the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP) and their subsidiary bodies, for consideration at SBI 41.[1]

B. Scope of the note

2. This document presents information on the current arrangements for annual sessions and proposes possible scenarios, options and budgetary implications (including funding available for the participation of eligible developing countries) for:

(a) Biennial sessions of the COP and the CMP;

(b) Annual sessions of the COP and the CMP at venues alternating every year between a host country and the seat of the secretariat;[2]

(c) The high-level segment.

C. Possible action by the Subsidiary Body for Implementation

3. The SBI may wish to consider the options presented and provide further guidance on the possible options for the frequency and organization of the sessions of the COP, the CMP and their subsidiary bodies.

D. Background

4. The SBI periodically provides Parties with an opportunity to exchange views on the organization of their intergovernmental process and to take decisions on relevant matters. During such discussions, Parties have considered issues related to the frequency and timing of the sessions of the COP and the CMP and possible impacts on the work of the governing, subsidiary and constituted bodies and specialized groups under the Convention and its Kyoto Protocol.[3] Most recently, SBI 36 invited[4] Parties to submit their views on ways to improve the intergovernmental process. Four submissions were received and made available on the UNFCCC website.[5] Several of the submissions presented similar views on the organization of the intergovernmental process, including proposals for permanent

[1] FCCC/SBI/2014/8, paragraph 216(a).

[2] Rule 22 of the draft rules of procedure being applied (FCCC/CP/1996/2) states that the office of the President shall normally be subject to rotation among the five regional groups.

[3] See document FCCC/SBI/2005/2 for information on a relevant workshop held at COP 10, and see documents FCCC/SBI/2006/3, FCCC/SBI/2011/6, FCCC/SBI/2012/11 and FCCC/SBI/2014/6 for information on such discussions held at SBI 24, 34, 36 and 40, respectively.

[4] FCCC/SBI/2012/15, paragraph 238.

[5] For more information, see document FCCC/SBI/2014/6, paragraphs 24 and 25. The submissions are available at <http://unfccc.int/documentation/submissions_from_parties/items/8016.php>.

intersessional meetings, regular stocktaking and support for participation. In the submissions and during previous discussions, Parties expressed a range of views, which resulted in maintaining the current arrangements for the frequency and organization of the sessions of the COP, the CMP and their subsidiary bodies.

5. When considering possible changes to the frequency of the sessions of the COP and the CMP, Parties may wish to recall that the COP and the CMP are the supreme decision-making bodies of the Convention and its Kyoto Protocol, respectively. In addition to the sessions of the COP, the CMP and the subsidiary bodies, the calendar of intergovernmental meetings has become increasingly complex and crowded over the past five years. The work of various constituted bodies, including those launched under the Bali Action Plan, is a new component in the implementation of the Convention and its Kyoto Protocol. The biennium 2014–2015 has also seen the launch of new work and meetings related to measurement, reporting and verification.

II. Frequency and organization of sessions

A. Current arrangements for annual sessions

6. Over the past two decades, United Nations Climate Change Conferences have grown into one of the largest annual conferences held under the auspices of the United Nations. The current arrangements for sessions of the COP and the CMP are typically as follows:

(a) Frequency of sessions: ordinary sessions of the COP and the CMP are convened once a year, while the two permanent subsidiary bodies (the Subsidiary Body for Scientific and Technological Advice (SBSTA) and the SBI) usually meet twice a year. In addition, sessions of ad hoc temporary subsidiary bodies (e.g. the Ad Hoc Working Group on the Durban Platform for Enhanced Action) are held at least twice per year;

(b) Number of parallel sessions: the sessions of the COP and the CMP are regularly convened in parallel with those of the SBSTA and the SBI. At COP 18 and CMP 8, a total of seven separate bodies convened during the two-week meeting period. Two ad hoc subsidiary bodies have closed since then; however, at COP 20 and CMP 10 a total of five separate bodies will convene during the two-week meeting period;

(c) Agendas for sessions: the agendas for each of the Convention and Kyoto Protocol bodies can often include many issues for consideration. The sessions of the COP and the CMP are regularly convened in parallel with the sessions of multiple other bodies, each with lengthy agendas, resulting in complex and intensive negotiating meeting schedules;

(d) Scheduled dates for sessions: the dates for the annual sessions of the COP, the CMP, the SBSTA and the SBI are usually decided five years in advance;

(e) Participation at sessions: the number of participating Parties and observer organizations has increased over the years, corresponding with an increase in the required resources.

7. In addition to the COP, the CMP and their subsidiary bodies, there is a growing number of limited membership bodies, also called 'constituted' bodies (see annex II), committees, expert groups and processes that meet throughout the year to implement mandated activities.

B. Possible options for biennial sessions

8. Should Parties wish to shift to a biennial schedule for the sessions of the COP and the CMP, they may also wish to consider the frequency and timing of related sessions and meetings in the climate change intergovernmental process. The option of biennial sessions of the COP and the CMP may in general result in advancing more technical work under the subsidiary bodies, constituted bodies and other groups and processes, with the COP and the CMP convening to take decisions every other year. Parties may further wish to consider arrangements for any possible governing bodies of any related legal instruments that the COP may adopt in the future. In considering the scenario of biennial sessions of the COP and the CMP and the related implications, some options include, inter alia:

(a) The subsidiary bodies convening in conjunction with the biennial sessions of the COP and the CMP. They would also convene no fewer than three times between the sessions of the COP and the CMP, following the typical meeting schedule of May/June and November/December;

(b) The subsidiary bodies and any newly established ad hoc or permanent bodies convening in conjunction with the biennial sessions of the COP and the CMP. The subsidiary bodies would convene no fewer than three times in between the sessions of the COP and the CMP, following the typical meeting schedule of May/June and November/December. This would not prejudge the frequency of the meetings of any newly established ad hoc or permanent body;

(c) Biennial sessions of the COP and the CMP convened separately to the sessions of the subsidiary bodies. The sessions of the subsidiary bodies could follow the typical meeting schedule of May/June and November/December or a revised schedule (for example, they could meet in March and September of every year or convene in the week(s) leading up to the sessions of the COP and the CMP);

(d) Biennial sessions of the COP and the CMP convened separately to the sessions of any newly established ad hoc or permanent bodies or subsidiary bodies. The sessions of the subsidiary bodies could follow the typical meeting schedule of May/June and November/December or a revised schedule (for example, they could meet in March and September of every year or convene in the week(s) leading up to the sessions of the COP and the CMP). This would not prejudge the frequency of the meetings of any newly established ad hoc or permanent body.

9. Parties may wish to consider whether the options listed in paragraph 8 above would require there to be a high-level segment at each of the biennial sessions of the COP and the CMP or if a revised schedule for high-level engagement would be necessary.

10. The biennial meeting cycle of supreme decision-making bodies can be observed in a number of other intergovernmental treaty processes. Other intergovernmental processes and bodies, including meetings of governing bodies of multilateral environmental agreements, economic and trade agreements and high-level United Nations bodies, follow a biennial or triennial meeting schedule for their highest-level decision-making body, with their subsidiary bodies mandated to undertake much of the work in the interim (see annex I). The decision-making bodies of other Rio Conventions, such as the Convention on Biological Diversity (CBD) and the United Nations Convention to Combat Desertification (UNCCD), previously convened annually, but now do so biennially.[6] These bodies subsequently

[6] The Conference of the Parties to the CBD met annually for its first few sessions, but now meets biennially following a change in the rules of procedure in 2000 (CBD decision V/20). The Conference of the Parties to the UNCCD met annually for its first five sessions, from 1997 to 2001. Starting in 2001 the sessions have been held on a biennial basis (UNCCD decision 1/COP.2).

enhanced the roles of their subsidiary bodies, bureaux and ad hoc committees or mechanisms as they increased their focus on implementation.[7] Parties to these Conventions may still decide to hold extraordinary meetings between the regular sessions of the governing bodies, in accordance with the relevant rules of procedure. For example, the CBD held an extraordinary session of its Conference of the Parties to adopt the Cartagena Protocol on Biosafety.

C. Possible related implications for biennial sessions

11. When considering the options for a biennial schedule for the sessions of the COP and the CMP and their possible related implications, Parties may wish to note the variation in the frequency and timing of the sessions of the subsidiary bodies presented in paragraph 8(c) and (d) above, which may, in particular, reflect a shift from the current arrangements for those sessions. However, all possible options for biennial sessions of the COP and the CMP would result in a range of possible implications, including, inter alia:

(a) Modalities for supporting arrangements between biennial sessions: administrative, institutional and organizational issues may require additional arrangements to be made for between biennial sessions of the COP and the CMP. Parties may wish to consider whether current arrangements are adequate, or whether adjustments may be necessary to the current arrangements of the subsidiary bodies, the Bureau of the COP and the CMP, and other committees and mechanisms to ensure the effective and efficient functioning of the UNFCCC process;

(b) Election and role of the Bureau of the COP and the CMP: in accordance with the draft rules of procedure being applied,[8] members of the Bureau are elected for an initial term of one year and may serve in office for a maximum of two consecutive terms of one year. Parties may wish to consider possible adjustments to the roles and responsibilities of the Bureau and to the timing of the election and/or the term of office of members of the Bureau of the COP and the CMP and the Bureaux of the subsidiary bodies;[9]

(c) Modalities for reporting and adoption of decisions: the COP and the CMP review and take decisions on the work and mandates of the subsidiary and constituted bodies on an annual basis. Parties may wish to consider whether the timing of reporting and/or adoption of decisions by the subsidiary and/or constituted bodies may require adjustment. Parties may also wish to consider whether a high-level segment would be needed in conjunction with sessions of the COP and the CMP at which decisions are taken;

(d) Organization of agendas: Parties may wish to consider whether the current organization of agendas and the conduct of in-session work of the COP, the CMP and their subsidiary bodies are adequate, or whether adjustments may be necessary to ensure the effective and efficient functioning of the subsidiary and constituted bodies during the biennial period.

12. When considering the option of biennial sessions of the COP and the CMP, Parties may wish to consider possible budgetary implications for core and supplementary funding, including funding for the participation of Parties in sessions. Parties may also wish to consider such implications taking into account the evolution of institutional arrangements.

[7] In 2002, Parties to the CBD adopted the Strategic Plan for the Convention (2002–2010) and in 2004 established the Ad Hoc Open-ended Working Group on the Review of Implementation of the Convention (WGRI) (CBD decision VII/30, para. 23). In 2007, the UNCCD adopted its 10-year strategic plan and framework to enhance the implementation of the Convention (2008–2018) (UNCCD decision 3/COP.8), which defined the focus areas of both subsidiary bodies.

[8] FCCC/CP/1996/2.

[9] See document FCCC/SBI/2014/12.

D. Annual sessions at venues alternating every year between a host country and the seat of the secretariat

13. The draft rules of procedure being applied state that the sessions of the COP shall take place at the seat of the secretariat, unless the COP decides otherwise or other appropriate arrangements are made by the secretariat in consultation with Parties. Over the years, some sessions of the COP and the CMP have been convened at the seat of the secretariat (e.g. COP 5), but the sessions have been convened more frequently in countries that have offered to host them (e.g. COP 3, 7, 10 and onwards).

14. Given the request of SBI 40 to address the scenario and related implications of holding annual sessions of the COP and the CMP at venues alternating every year between a host country and the seat of the secretariat, Parties may wish to consider advance planning and decision-making by the COP to ensure that adequate time is available to put in place arrangements for the venues of future COP and CMP sessions.

15. Hosting sessions of the COP and the CMP is a major undertaking and carries considerable expense for the host country. Alternating the COP and CMP sessions every year between a host country and the seat of the secretariat would have additional budgetary implications for sessions held at the seat of the secretariat. Funding for the logistics and organization of COP and CMP sessions, normally the responsibility of the host country, would come from contributions made by Parties to the core budget.

16. Should Parties decide to alternate the venue of the sessions of the COP and the CMP, it should be noted that the rotation of the President of the COP and the CMP among regional groups would continue as determined by the draft rules of procedure being applied.[10]

E. High-level segment

17. All sessions of the COP and the CMP to date have included a high-level segment, typically held during the second week of the conference. The high-level segment has generally provided the opportunity:

(a) For ministers and other heads of delegation, as well as representatives of intergovernmental organizations and non-governmental organizations, to deliver concise national statements;

(b) To advance agreement on major political issues;

(c) For ministers and others to engage in bilateral discussions;

(d) To demonstrate the prioritization of the UNFCCC process and ensure momentum;

(e) For networking and information-sharing among ministers and with observers;

(f) To increase public attention to the key climate change issues, including through national and international media.

18. The high-level segment usually includes an opening ceremony, often with the participation of Heads of State or Government and the United Nations Secretary-General, as well as national statements delivered by ministers and other heads of delegation. Group

[10] Rule 22 of the draft rules of procedure being applied states that the office of the President shall normally be subject to rotation among the five regional groups. For example, COP 5, held in Bonn, Germany, elected by acclamation Mr. Jan Szyszko (Poland) as its President (FCCC/CP/1999/6, para. 3).

statements, where other members of the group do not speak, are also heard. The high-level segment attracts considerable attention from the global media and observer organizations. The incoming Presidency of the COP and the CMP has traditionally been invited by the SBI (during its May/June session) to put in place some of the arrangements for the high-level segment in consultation with Parties and the secretariat. It should be noted that ministerial participation requires considerable time and planning by Parties. It places extra pressure on many delegations, particularly those of smaller and developing countries.

19. In the UNFCCC process, most sessions of the COP and the CMP have followed the traditional model of national statements being made during the high-level segment. Other modes of ministerial engagement during past high-level segments include the use of round tables, "discussion panels" and, more recently, high-level ministerial dialogues.[13] In this context, it may be relevant to note the examination by the SBI[14] of options for new channels for observer organizations to provide formal inputs to the high-level segment of the sessions of the COP and the CMP.

20. Parties may wish to consider the further engagement of ministers during the high-level segment and possible modalities to enhance and increase opportunities for more interactive discussion through open and dynamic exchanges of views, through, inter alia:

(a) Ministerial round tables and dialogues, possibly with specific issues or themes for input to the negotiations and discussion;

(b) Multiple, smaller-scale events with targeted themes focused on building high-level momentum and discussion, at which decisions would not be taken;

(c) National statements or statements on behalf of regional and/or negotiating groups delivered by ministers or other heads of delegation in written or video format posted on the UNFCCC website in advance of the high-level segment in lieu of oral statements being made from the podium.

21. During previous discussions on arrangements for intergovernmental meetings, some Parties questioned whether a high-level segment is necessary at each session of the COP and the CMP. Parties may wish to explore whether every session of the COP and the CMP requires a high-level segment, taking into account any possible changes to the frequency of the COP and CMP sessions, and to provide further guidance.

[13] At COP 8 (FCCC/CP/2002/7, paras. 140–144), COP 9 (FCCC/CP/2003/6, paras. 136–139, and annex I) and COP 14 (FCCC/CP/2008/7, para. 77).
At COP 10 (FCCC/CP/2004/10, paras. 134 and 135, and annex I).
At COP 19 (FCCC/CP/2013/1, para. 115) (further information is available at <http://unfccc.int/files/meetings/warsaw_nov_2013/application/pdf/hld_summary_191213.pdf>) and at COP 20 (FCCC/CP/2014/1, para. 116).

[14] FCCC/SBI/2012/15, paragraph 239.

Annex I

[English only]

Session schedules of other intergovernmental processes and bodies

Annual
The Meetings of the Parties to the Montreal Protocol on Substances that Deplete the Ozone Layer[a]
The sessions of the Executive Body of the Convention on Long-range Transboundary Air Pollution[b]
The Ministerial Council Meeting of the Organisation for Economic Co-operation and Development[c]
The High-level Political Forum on Sustainable Development[d]
The United Nations Intergovernmental Forum on Forests[e]
The General Conference of the International Atomic Energy Agency[f]

Biennial
The Conference of the Parties to the Convention on Biological Diversity[g]
The Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety[h]

[a] The Meeting of the Parties to the Montreal Protocol takes place annually, while the Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer takes place once every three years. Said Conference of the Parties has two subsidiary bodies: the Open-ended Working Group of the Parties to the Montreal Protocol, which meets once annually, mid-year, and the Implementation Committee under the Non-Compliance Procedure of the Montreal Protocol, which meets twice annually, mid-year.

[b] The Executive Body has three main subsidiary bodies, which, along with the Convention's Implementation Committee, report to it annually: the Working Group on Effects, the Steering Body to the Cooperative Programme for Monitoring and Evaluation of the Long-range Transmission for Air Pollutants in Europe, and the Working Group on Strategies and Review.

[c] In addition to the Ministerial Council Meetings, the Organisation for Economic Co-operation and Development (OECD) organizes the annual OECD Forum, which brings together leaders from business, government, labour, civil society and international organizations, and the biannual World Forum on Statistics, Knowledge and Policies.

[d] The United Nations Commission on Sustainable Development (CSD) met annually from 1993 to 2012. The High-level Political Forum on Sustainable Development replaced it in 2013. It meets every fourth year at the level of Heads of State and Government under the auspices of the General Assembly.

[e] Established in 2000 by the United Nations Economic and Social Council by its resolution 2000/35, this high-level intergovernmental policy forum has met annually since 2001.

[f] The General Conference is held annually to approve the actions and budgets forwarded to it by the Board of Governors, which meets five times per year.

[g] The Conference of the Parties to this Convention now meets every two years, while its Subsidiary Body on Scientific, Technical and Technological Advice meets annually. The ad hoc open-ended working groups currently include the Working Group on Access and Benefit-Sharing (ABS), the Working Group on Article 8(j), the Working Group on Protected Areas and the Working Group on the Review of Implementation of the Convention (WGRI).

[h] The Conference of the Parties serving as the meeting of the Parties to the Cartagena Protocol on Biosafety meets in conjunction with the regular meetings of the Conference of the Parties to the Convention on Biological Diversity and has held six meetings to date.

The Conference of the Parties to the United Nations Convention to Combat Desertification	
The meetings of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal	
The meetings of the Rotterdam Convention on the Prior Informed Consent Procedure for Certain Hazardous Chemicals and Pesticides in International Trade	
The meetings of the Stockholm Convention on Persistent Organic Pollutants	
The Assembly of the United Nations Environment Programme[a]	
The General Conference of the United Nations Educational, Scientific and Cultural Organization	
The Ministerial Conference of the World Trade Organization[b]	
The Assembly of the International Maritime Organization[c]	
Protocol and other schedules	
The Conference of the Parties to the Vienna Convention for the Protection of the Ozone Layer[d]	
The Conference of the Parties to the Convention on International Trade in Endangered Species of Wild Fauna and Flora[e]	
The Conference of the Parties to the Ramsar Convention on Wetlands of International Importance especially as Waterfowl Habitat[f]	
The Conference of the Parties to the Convention on the Conservation of Migratory Species of Wild Animals[g]	

[d] The Conference of the Parties to this Convention and its Committee for the Review of the Implementation of the Convention meet in alternate years (both on a biennial basis).

Simultaneous extraordinary meetings of the Conferences of the Parties to the Basel, Rotterdam and Stockholm Conventions took place in 2010 and 2013, respectively. The three bodies recently agreed to convene their next round of meetings back-to-back in 2015, but without extraordinary meetings or a high-level segment.

[a] As the new governing body of the United Nations Environment Programme (UNEP), the United Nations Environment Assembly now meets biennially (UNEP Governing Council decision 27/2, contained in document UNEP/GC.27/17).

[b] The General Conference is held every two years. If required, it may also hold extraordinary sessions.

[c] Three bodies handle work between the Ministerial Conferences: the General Council, the Dispute Settlement Body and the Trade Policy Review Body.

[c] Between the sessions of the Assembly, a Council, consisting of 40 member States elected by the Assembly, acts as the governing body.

[e] The Conference of the Parties to this Convention meets every three years. The committees (Animals Committee, Plants Committee and Standing Committee) hold meetings every year when no Conference of the Parties is held.

[e] The Standing Committee oversees Convention affairs and the activities of the secretariat between ordinary meetings of the Conference of the Parties to this Convention. The Standing Committee normally meets once each year. In addition, it meets prior to each meeting of the Conference of the Parties.

[f] The Standing Committee and Scientific Council meet between sessions of the Conference of the Parties to this Convention, which meets triennially. The Standing Committee usually meets immediately before and after the sessions of the Conference of the Parties and, intersessionally, it usually meets once a year. The Scientific Council does not have a set frequency of meetings.

The Meetings of the Parties to the Aarhus Convention[7]

The Review Conference for the Treaty on the Non-Proliferation of Nuclear Weapons[8]

[7] The full name of the Aarhus Convention is the United Nations Economic Commission for Europe Convention on Access to Information, Public Participation in Decision-making and Access to Justice in Environmental Matters. The governing body of the Aarhus Convention is the Meeting of the Parties, which meets every 2–3 years. Its subsidiary body, the Working Group of the Parties, oversees the implementation of the work programme for the Convention between Meetings of the Parties. The subsidiary body has the same composition as the Meeting of the Parties but is mandated to meet at least once a year.

[8] Review Conferences of the Parties to this Treaty have been held every five years since 1975.

Annex II

[English only]

Meetings of constituted bodies in 2013

Constituted bodies under the Convention	*Number of meeting days in 2013*
Adaptation Committee	10
Advisory Board of the Climate Technology Centre and Network	5
Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention	6
Least Developed Countries Expert Group	8
Standing Committee on Finance	10
Technology Executive Committee	8
Constituted bodies under the Kyoto Protocol	*Number of meeting days in 2013*
Adaptation Fund Board	12
Compliance Committee	8
Executive Board of the clean development mechanism	28
Joint Implementation Supervisory Committee	6
Total number of meeting days	**101**

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Item 17 of the provisional agenda
Arrangements for intergovernmental meetings

Adjusting the timing of the election of the President

Note by the secretariat

Summary

This document discusses options for adjusting the timing of the election of the President of the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), and options for strengthened coordination between the President and incoming Presidencies of the COP and the CMP to ensure a smooth transition between sessions of the COP and the CMP. The Subsidiary Body for Implementation is invited to consider these options and provide further guidance.

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I. Introduction

A. Mandate

1. The Subsidiary Body for Implementation (SBI), at its fortieth session, requested the secretariat to prepare a document for consideration at SBI 41 on adjusting the timing of the election of the President of the Conference of the Parties (COP) and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol (CMP), including options for strengthened coordination between the President and incoming Presidencies of the COP and the CMP, in order to ensure smooth transition between sessions.[1]

B. Scope of the note

2. This document presents options for:

(a) Adjusting the procedures regarding the timing of the election and/or the commencement of the term of office of the President, as well as of the other members of the Bureau of the COP and the CMP, to ensure uniformity and consistency in the election of all members of the Bureau, and the efficient functioning of the Bureau;[2]

(b) Strengthening coordination between the President and incoming Presidencies to facilitate a smooth transition between sessions of the COP and the CMP.

C. Possible action by the Subsidiary Body for Implementation

3. The SBI may wish to consider the information presented below and provide further guidance on possible options for adjusting the timing of the election and/or the commencement of the term of office of the President, as well as the other members of the Bureau; and for strengthening coordination between the President and incoming Presidencies of future sessions of the COP and the CMP.

II. Election of the President of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

4. The President of the COP and the CMP provides political leadership to Parties in the UNFCCC process, and oversees the work of the COP and the CMP to ensure timely and sound delivery of decisions on the climate change regime. The President exercises such powers as are conferred by the draft rules of procedure being applied,[3] and that are in accordance with established practice at intergovernmental conferences convened under the auspices of the United Nations. The President is assisted by the Bureau and guided by the views of and input from Parties. In exercising the functions of the office, the President remains under the authority of the COP and the CMP.

[1] FCCC/SBI/2014/8, paragraph 216(b).

[2] This document should be read in conjunction with document FCCC/SBI/2014/11.

[3] FCCC/CP/1996/2. The draft rules of procedure have not been adopted by the COP owing to lack of agreement by Parties on rule 42. However, the COP and the CMP have consistently applied the draft rules of procedure, with the exception of rule 42.

5. In accordance with the draft rules of procedure, the President oversees and guides the work of the COP and the CMP by, inter alia:

(a) Declaring the opening and closing of the sessions of the COP and the CMP;

(b) Presiding at the meetings of the COP and the CMP;

(c) Ensuring the observance of the draft rules of procedure;

(d) According Parties and observers the right to speak during meetings;

(e) Putting questions to the vote and announcing decisions;

(f) Ruling on points of order;

(g) Having complete control of the proceedings and over the maintenance of order at the meetings.[4]

6. In performing his or her functions, the President must remain impartial and promote the interest of all Parties and the UNFCCC process. In accordance with rule 22, paragraph 3, of the draft rules of procedure, the President shall not at the same time exercise the rights of a representative of a Party.

A. Procedures for the election and the commencement of office of the President of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

7. In accordance with rule 22, paragraph 1, of the draft rules of procedure, the President is elected and takes office at the commencement of each session of the COP and serves in office until the election of a new President at the following session of the COP. Rule 22, paragraph 1, states as follows:

> "At the commencement of the first meeting of each ordinary session, a President, seven Vice-Presidents, the Chairmen of the subsidiary bodies established by Articles 9 and 10 of the Convention, and a Rapporteur shall be elected from among the representatives of the Parties present at the session. They will serve as the Bureau of the session. Each of the five regional groups shall be represented by two Bureau members and one Bureau member shall represent the small island developing states. The offices of President and Rapporteur shall normally be subject to rotation among the five regional groups."

8. However, should the President of the COP represent a Party to the Convention that is not a Party to the Kyoto Protocol, the CMP shall elect a representative from amongst the Parties to the Kyoto Protocol to serve as President of the CMP.

9. In accordance with rule 22, paragraph 1, of the draft rules of procedure, the President of the COP and the CMP is elected at the commencement of the session of the COP, takes office immediately and serves in that capacity for a term of approximately one year until the election of a new President at the commencement of the next ordinary session of the COP. The President also serves at any intervening extraordinary sessions of the COP and the CMP convened during this period. These procedures ensure that the President is elected and takes office immediately at the commencement of the sessions of the COP and the CMP, to preside over and guide the work of the Parties during the sessions.

10. The current procedures in the UNFCCC process have a number of constraints in that a President Designate of forthcoming sessions of the COP and the CMP has no formal role

[4] See rule 23 of the draft rules of procedure (see footnote 3 above).

in the preparations for the sessions at which he or she will preside. They also do not recognize the intense work that is required by the incoming President to prepare for and ensure a successful conference, in terms of the political engagement with Parties on the substantive outcome of the sessions, as well as any logistical and organizational arrangements that may be necessary for conferences that are hosted away from the seat of the secretariat.

11. Parties may also wish to consider the timing of the election and/or the commencement of the term of office of the members of the Bureau other than the President. As noted above, the draft rules of procedure provide that the other members of the Bureau should also be elected and take office at the commencement of the session of the COP, and, together with the President, serve as the Bureau.

12. The practice has, however, emerged whereby the President is elected at the commencement of the session, with the COP postponing the election of the other members of the Bureau until the close of the session to allow the regional groups and constituencies represented on the Bureau to continue consultations and finalize their nominations for election to the Bureau. Pending the election at the close of the session, the Bureau members elected at the previous session of the COP remain in office and serve on the Bureau during the sessions of the COP and the CMP, in accordance with rule 22, paragraph 2, of the draft rules of procedure.[5]

13. This practice may result in difficulties in maintaining the regional balance in the composition of the Bureau during the sessions of the COP and the CMP, in accordance with rule 22, paragraph 1, of the draft rules of procedure. With the election of a new President at the commencement of the session and the postponing of the election of the other members of the Bureau until the end of the session, it may result in the President and two members of the Bureau from one regional group serving on the Bureau simultaneously. At the same time, the regional group of the President of the previous sessions of the COP and the CMP would be represented by one member on the Bureau pending the election of the other members of the Bureau at the closure of the sessions.

14. To address the situation where a newly elected President presides over a Bureau that consists of members elected at the previous sessions of the COP and the CMP, as well as the possible regional imbalance on the Bureau during the sessions, the COP has agreed on transitional measures concerning the Bureau during the sessions. The COP has established the practice whereby confirmed nominees to the Bureau are invited to attend the meetings of the Bureau pending the election at the close of the session.[6] For uniformity and to ensure a smooth and efficient functioning of the Bureau, Parties may wish to consider rationalizing the election of all the members of the Bureau.

15. It should be noted that the draft rules of procedure of the COP are similar to those of other intergovernmental processes within the United Nations system. At the commencement of its first meeting each year, the United Nations Economic and Social Council elects from its members the President and other members of its Bureau, all of whom take office immediately.[7] Similarly, at the commencement of the first meeting of its regular session, the United Nations Environment Assembly (UNEA) of the United Nations Environment Programme elects a President, eight Vice-Presidents and a Rapporteur from among its members to constitute its Bureau.[8] The members of the UNEA Bureau take office

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[5] See the report on COP 19 (FCCC/CP/2013/10, paras. 12–13).

[6] See the report on COP 8 (FCCC/CP/2002/7, para. 26).

[7] See rule 18, paragraph 1, of the rules of procedure of the United Nations Economic and Social Council (document E/5715/Rev.2, available at <http://www.un.org/en/ecosoc/about/pdf/rules.pdf>).

[8] See rule 18, paragraph 1, of the rules of procedure of UNEA of the United Nations Environment Programme (UNEP) (decision 27/1 in document UNEP/GC.27/17, as amended by resolution 2 of

immediately and hold office until their successors are elected at the commencement of the next regular session.[9]

16. Other intergovernmental processes have established different rules concerning the election and/or the start of the term of office of the President and other members of their Bureaux. The United Nations General Assembly, for example, annually elects its President and 21 Vice-Presidents at least three months before the opening of the session over which they are to preside. The President and the Vice-Presidents so elected assume their functions only at the beginning of the session for which they are elected and hold office until the close of that session.[10] The General Council of the World Trade Organization annually elects its Chairperson and three Vice-Chairpersons during the course of each regular session to assume office at the end of the session and serve until the end of the next session.[11]

17. As with the UNFCCC COP, the rules of procedure of the Conference of the Parties to the Convention on Biological Diversity (CBD) originally provided that at the commencement of the first session of each ordinary meeting, which was convened annually, the Conference of the Parties would elect its President, the Vice-Presidents and Rapporteur to serve as its Bureau. The President, Vice-Presidents and Rapporteur remain in office until their successors are elected at the next ordinary meeting.[12] At its fifth meeting, the Conference of the Parties to the CBD amended its rules of procedure to provide that the ordinary meetings of the Conference of the Parties shall be held every two years, and that the Conference of the Parties shall elect the President and the other members of the Bureau to serve for a term of two years. The term of office of the President commences immediately after the election, while the term of office of the Vice-Presidents commences at the closure of the meeting at which they are elected. The President remains in office until a new President is elected at the commencement of the next ordinary meeting of the Conference of the Parties, with the Vice-Presidents remaining in office until the closure of the next ordinary meeting of the Conference of the Parties.[13]

18. The respective Conferences of the Parties to the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal and the Stockholm Convention on Persistent Organic Pollutants have also amended their rules of procedure to adjust the timing of the elections and the commencement of the term of office of their

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UNEA at its first session held from 23 to 27 June 2014, available at <http://www.unep.org/about/sgb/Portals/50153/Repository/RulesofProcedure/GC27%20decision%20RoP.pdf>).

[9] See rule 19 of the rules of procedure referred to in footnote 8 above.

[10] See rule 30 of the rules of procedure of the United Nations General Assembly (document A/520/Rev.15, available at <http://www.un.org/depts/DGACM/Uploaded%20docs/rules%20of%20procedure%20of%20ga.pdf>).

[11] See rule 16 of the rules of procedure of the Governing Council of the World Trade Organization (document WT/L/161, available at <https://docs.wto.org/dol2fe/Pages/FE_Search/FE_S_S006.aspx?MetaCollection=WTO&SymbolList=WT/L/161&Serial=&IssuingDateFrom=&IssuingDateTo=&CATTITLE=&ConcernedCountryList=&OtherCountryList=&SubjectList=&TypeList=&AutoSummary=&FullText=&FullTextForm=&ProductList=&BodyList=&OrganizationList=&ArticleList=&Contents=&CollectionList=&RestrictionTypeName=&PostingDateFrom=&PostingDateTo=&DerestrictionDateFrom=&DerestrictionDateTo=&ReferenceList=&Language=ENGLISH&SearchPage=FE_S_S001&ActiveTabIndex=0&&languageUIChanged=true#>).

[12] See rule 21, paragraphs 1 and 2, of the rules of procedure of the Conference of the Parties to the CBD (document UNEP/CBD/COP/1/17, available at <https://www.cbd.int/doc/legal/cbd-rules-procedure.pdf>).

[13] See decision V/20 contained in annex III to document UNEP/CBD/COP/5/23, available at <http://www.cbd.int/decision/cop/default.shtml?id=7162>.

Presidents and other members of their Bureaux. At the ordinary meetings of the Conferences of the Parties to the Basel and the Stockholm Conventions, which are held every two years, the Presidents and Bureaux members are elected and commence their terms of office at the closure of the meetings of the Conferences of the Parties and serve in office until the election of their successors at the closure of the next meetings of the Conferences of the Parties.[14]

B. Adjusting the timing of the election and commencement of office of the President of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

19. The timing of the election and/or the commencement of the term of office of the President of the COP and the CMP could be adjusted so that:

(a) The election is held at the conclusion of the sessions of the COP and the CMP, with the President assuming office immediately; or

(b) The election is held at the commencement of or during the sessions, with the President assuming office at the conclusion of the sessions.

20. Any adjustment would require a decision by the COP, in view of the mandate of the COP to elect the President. To ensure a transparent, clear and legally sound approach on adjusting the timing of the election and/or the commencement of the term of office of the President, Parties may wish to consider inviting the COP to adopt a decision that amends rule 22 of the draft rules of procedure accordingly. Parties may also wish to consider whether such a decision should also address the timing of the election and/or the commencement of the term of office of the other members of the Bureau, in order to ensure uniformity and consistency of the procedures for the election of all members of the Bureau, and its effective functioning.

21. Any adjustment of the timing of the election and/or the commencement of the term of office of the President may have consequences for the term of office of the President serving in office when this change is implemented. The COP may therefore wish to consider arrangements to ensure a smooth and effective transition during the implementation of any change. For example, the term of office of the President elected at the commencement of the session could conclude at the closure of the session when a new President is elected and/or commences his/her term of office. Alternatively, the term of office of the President elected at the previous session could be extended to allow the President to continue to serve in office and preside over the COP and the CMP until a new President is elected and/or commences office at the closure of the session. Careful planning is therefore recommended to ensure effective functioning of the UNFCCC process.

[14] See rule 1, paragraph 1, and rule 22, paragraph 1, of the rules of procedure of the Conference of the Parties to the Basel Convention (decision I/1, as amended by decisions VII/37, BC-10/1 and BC-11/24, available at <http://synergies.pops.int/Implementation/Publications/tabid/2645/language/en-US/Default.aspx>). See also rule 4, paragraph 1, and rule 22, paragraph 1, of the rules of procedure of the Conference of the Parties to the Stockholm Convention (decision SC-1/1, as amended by decision SC-5/1, also available at <http://synergies.pops.int/Implementation/Publications/tabid/2645/language/en-US/Default.aspx>).

III. Strengthening coordination between the President and incoming Presidencies of the Conference of the Parties and the Conference of the Parties serving as the meeting of the Parties to the Kyoto Protocol

22. Parties may also wish to consider options to strengthen coordination between the President and the incoming Presidencies of future sessions of the COP and the CMP, while ensuring transparency and inclusiveness in the UNFCCC process. Such improved coordination could help to ensure a smooth transition between sessions. This may also provide opportunities for the incoming Presidencies of future sessions to have greater input into the preparation for the sessions at which they would preside. It should also be noted that the President and the incoming President often work together on key political issues and events of importance to the UNFCCC process.[15]

23. The COP may wish to invite the President and incoming Presidencies of future sessions of the COP and the CMP to continue to work closely together and collaborate in the preparation for the work of the COP and the CMP through, inter alia:

(a) Convening informal events during the intersessional meetings to brief Parties on the preparations for the forthcoming sessions, in particular political preparations;[16]

(b) Convening intersessional consultations with Parties on specific issues of great political importance;[17]

(c) Inviting incoming Presidencies of future COP and CMP sessions, or their representatives, to participate in meetings of the Bureau to brief and obtain the views of the Bureau on the preparations for the forthcoming sessions.

24. Some of these options noted above would concretize the current practice in the UNFCCC process. In addition, regional groups would be encouraged to reach early agreement and nominate the President Designate of future sessions of the COP and the CMP to enable such coordination and collaboration. These options could provide enhanced opportunities for the President and the incoming Presidencies of future sessions to work together to further political momentum and the engagement of Parties in the work of the COP and the CMP.

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[15] For example, during the sessions of the subsidiary bodies held in June 2014, the President and incoming President co-chaired the high-level ministerial round table on increased ambition of Kyoto Protocol commitments, held on 5 June, and the high-level ministerial dialogue on the Durban Platform for Enhanced Action, held on 6 June.

[16] For example, during the sessions of the subsidiary bodies referred to in footnote 15 above, the President Designate of COP 20/CMP 10 convened open-ended informal consultations with Parties on the expectations for the Lima Conference, and during the sessions of the subsidiary bodies held in May 2012, the President Designate of COP 18/CMP 8 held open-ended informal consultations with Parties on the expectations for the Doha Conference.

[17] For example, COP 19 requested the President, in collaboration with Peru as host of COP 20, to undertake forward-looking, open-ended informal consultations on decision-making in the UNFCCC process with Parties and with the possibility to report back to COP 20 (see document FCCC/CP/2013/10, para. 154).